

## **Request for Proposal (RFP)**

**Bid Event Number:** April 8, 2013

**Document Number:** RFX0000387

**Event ID:** EVT0002245

**Replaces Contract:** 02467

**Date Mailed:** April 8, 2013

**Closing Date:** May 10, 2013 2:00 PM

**Procurement Officer:** Bonnie Edwards  
**Telephone:** 785-296-3125  
**E-Mail Address:** [bonnie.edwards@da.ks.gov](mailto:bonnie.edwards@da.ks.gov)  
**Web Address:** <http://da.ks.gov/purch>

**Item:** Enterprise Document Management System

**Agency:** Kansas Department of Transportation

**Period of Contract:** Date of Award through December 31, 2014  
(with the option to renew for one (1) additional renewal period)

**Scope:** This Contract shall cover the procurement of an Enterprise Document Management System for the Kansas Department of Transportation during the contract period referenced above.

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Event Number EVT0002245 was recently posted to Procurement and Contracts Internet website.  
The document can be downloaded by going to the following website:

<http://da.ks.gov/purch/Contracts/bids.aspx/EVT0002245>

**It shall be the vendor's responsibility to monitor this website on a regular basis for any changes/addenda.**

## SIGNATURE SHEET

Item: Enterprise Document Management System

Agency: Kansas Department of Transportation

**Closing Date:** May 10, 2013

By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified.

Legal Name of Person, Firm or Corporation \_\_\_\_\_

Mailing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Toll Free Telephone \_\_\_\_\_ Local \_\_\_\_\_ Cell: \_\_\_\_\_ Fax \_\_\_\_\_

**Tax Number** \_\_\_\_\_

**CAUTION: If your tax number is the same as your Social Security Number (SSN), you must leave this line blank. DO NOT enter your SSN on this signature sheet. If your SSN is required to process a contract award, including any tax clearance requirements, you will be contacted by an authorized representative of the Division of Purchases at a later date.**

E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name \_\_\_\_\_ Title \_\_\_\_\_

In the event the **contact for the bidding process** is different from above, indicate contact information below.

**Bidding Process** Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Toll Free Telephone \_\_\_\_\_ Local \_\_\_\_\_ Cell: \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

If **awarded a contract and purchase orders** are to be directed to an address other than above, indicate mailing address and telephone number below.

**Award** Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Toll Free Telephone \_\_\_\_\_ Local \_\_\_\_\_ Cell: \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

## **1. INSTRUCTIONS**

### **1.1. Bid Event ID / Reference Number:**

The Bid Event ID / RFP number, indicated in the header of this page, as well as on the first page of this proposal, has been assigned to this RFP and MUST be shown on all correspondence or other documents associated with this RFP and MUST be referred to in all verbal communications. All inquiries, written or verbal, shall be directed only to the procurement officer reflected on Page 1 of this proposal. There shall be no communication with any other State employee regarding this RFP except with designated state participants in attendance ONLY DURING:

- Negotiations
- Contract Signing
- as otherwise specified in this RFP.

Violations of this provision by bidder or state agency personnel may result in the rejection of the proposal.

### **1.2. Negotiated Procurement:**

This is a negotiated procurement pursuant to K.S.A. 75-37,102. Final evaluation and award will be made by the Procurement Negotiation Committee (PNC) consisting of the following entities (or their designees):

- Secretary of Department of Administration;
- Director of Purchases, Department of Administration; and
- Head of Using Agency

### **1.3. Appearance Before Committee:**

Any, all or no bidders may be required to appear before the PNC to explain the bidder's understanding and approach to the project and/or respond to questions from the PNC concerning the proposal; or, the PNC may award without conducting negotiations, based on the initial proposal. The PNC reserves the right to request information from bidders as needed. If information is requested, the PNC is not required to request the information of all bidders.

Bidders selected to participate in negotiations may be given an opportunity to submit a revised technical and/or cost proposal/offer to the PNC, subject to a specified cut off time for submittal of revisions. Meetings before the PNC are not subject to the Open Meetings Act. Bidders are prohibited from electronically recording these meetings. All information received prior to the cut off time will be considered part of the bidder's revised offer.

No additional revisions shall be made after the specified cut off time unless requested by the PNC.

### **1.4. Cost of Preparing Proposal:**

The cost of developing and submitting the proposal is entirely the responsibility of the bidder. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this RFP.

### **1.5. Preparation of Proposal:**

Prices are to be entered in spaces provided on the cost proposal form if provided herein. Computations and totals shall be indicated where required. In case of error in computations or totals, the unit price shall govern. The PNC has the right to rely on any prices provided by bidders. The bidder shall be responsible for any mathematical errors. The PNC reserves the right to reject proposals which contain errors.

All copies of cost proposals shall be submitted in a separate sealed envelope or container separate from the technical proposal. The outside shall be identified clearly as "Cost Proposal" or "Technical Proposal" with the Bid Event ID / RFP number and closing date.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other bidder, competitor or public officer/employee.

Technical proposals shall contain a concise description of bidder's capabilities to satisfy the requirements of this RFP with emphasis on completeness and clarity of content. Repetition of terms and conditions of the RFP without additional clarification shall not be considered responsive.

#### **1.6. Signature of Proposals:**

Each proposal shall give the complete legal name and mailing address of the bidder and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line. If the contract's contact will be a different entity, indicate that individual's contact information for communication purposes. Each proposal shall include the bidder's tax number.

#### **1.7. Acknowledgment of Amendments:**

All bidders shall acknowledge receipt of any amendments to this RFP by returning a signed hard copy with the bid. Failure to acknowledge receipt of any amendments may render the proposal to be non-responsive. Changes to this RFP shall be issued only by the Division of Purchases in writing.

#### **1.8. Modification of Proposals:**

A bidder may modify a proposal by letter or by FAX transmission at any time prior to the closing date and time for receipt of proposals.

#### **1.9. Withdrawal of Proposals:**

A proposal may be withdrawn on written request from the bidder to the Procurement Officer at the Division of Purchases prior to the closing date.

#### **1.10. Competition:**

The purpose of this RFP is to seek competition. The bidder shall advise the Division of Purchases if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by the Division of Purchases no later than five (5) business days prior to the bid closing date. The Director of Purchases reserves the right to waive minor deviations in the specifications which do not hinder the intent of this RFP.

#### **1.11. Evaluation of Proposals:**

Award shall be made in the best interest of the State as determined by the PNC or their designees. Although no weighted value is assigned, consideration may focus toward but is not limited to:

- Cost. Bidders are not to inflate prices in the initial proposal as cost is a factor in determining who may receive an award or be invited to formal negotiations. The State reserves the right to award to the lowest responsive bid without conducting formal negotiations, if authorized by the PNC.
- Adequacy and completeness of proposal
- Bidder's understanding of the project
- Compliance with the terms and conditions of the RFP
- Experience in providing like services
- Qualified staff
- Methodology to accomplish tasks

- Response format as required by this RFP

#### **1.12. Acceptance or Rejection:**

The Committee reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this RFP; and unless otherwise specified, to accept any item in a proposal.

#### **1.13. Proposal Disclosures:**

At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released. Interested bidders or their representatives may be present at the announcement at the following location:

Kansas Division of Purchases  
800 Jackson Street, Suite 600  
Topeka, KS 66612 1286

Bid results will not be given to individuals over the telephone or email. Results may be obtained after contract finalization by obtaining a bid tabulation from the Division of Purchases by sending (do not include with bid):

- A check for \$3.00, payable to the State of Kansas
- A self-addressed, stamped envelope
- Bid Event ID Number

Send to:

Kansas Division of Purchases  
Attention: Bid Results/Copies  
800 SW Jackson, Suite 600  
Topeka, KS 66612 1286

Copies of individual proposals may be obtained under the Kansas Open Records Act by sending an email to [janet.miller@da.ks.gov](mailto:janet.miller@da.ks.gov) or calling 785-296-0002 to request an estimate of the cost to reproduce the documents and remitting that amount with a written request to the above address or a Contractor may make an appointment by calling the above number to view the proposal file. Upon receipt of the funds, the documents will be mailed. Information in proposal files shall not be released until a contract has been executed or all proposals have been rejected.

#### **1.14. Disclosure of Proposal Content and Proprietary Information:**

All proposals become the property of the State of Kansas. The Open Records Act (K.S.A. 45-215 et seq) of the State of Kansas requires public information be placed in the public domain at the conclusion of the selection process, and be available for examination by all interested parties.

(<http://da.ks.gov/purch/KSOpenRecAct.doc>) No proposals shall be disclosed until after a contract award has been issued. The State reserves the right to destroy all proposals if the RFP is withdrawn, a contract award is withdrawn, or in accordance with Kansas law. Late Technical and/or Cost proposals will be retained unopened in the file and not receive consideration or may be returned to the bidder.

By submitting a proposal, Proposer hereby grants the State of Kansas, and its departments, agencies, affiliates, agents, employees, and licensees (hereafter collectively referenced as the "State") a non-exclusive, royalty-free, non-revocable perpetual license to use all systems ideas or adaptations of these ideas and copy for any reason (including but not limited to compliance with the Kansas Open Records Act), Contractor's bid, proposal, and any other document(s) submitted to or relevant information requested by the State. Contractor warrants: 1) That this bid and proposal is an original work and has

not been submitted for publication or published in any other medium; 2) That this bid and proposal will not violate any rights of third parties; and 3) That this bid and proposal does not contain any libelous material. This license may not be revoked and is effective on the date of submission of the proposal. Selection or rejection of the proposal will not affect this right.

Trade secrets or proprietary information legally recognized as such and protected by law may be requested to be withheld if clearly labeled "Proprietary" on each individual page and provided as separate from the main proposal. Pricing information is not considered proprietary and the bidder's entire proposal response package will not be considered proprietary.

All information requested to be handled as "Proprietary" shall be submitted separately from the main proposal and clearly labeled, in a separate envelope or clipped apart from all other documentation. The bidder shall provide detailed written documentation justifying why this material should be considered "Proprietary". The Division of Purchases reserves the right to accept, amend or deny such requests for maintaining information as proprietary in accordance with Kansas law.

The State of Kansas does not guarantee protection of any information which is not submitted as required.

**1.15. Exceptions:**

By submission of a response, the bidder acknowledges and accepts all terms and conditions of the RFP unless clearly avowed and wholly documented in a separate section of the Technical Proposal to be entitled: "Exceptions".

**1.16. Notice of Award:**

An award is made on execution of the written contract by all parties.

## **2. PROPOSAL RESPONSE**

### **2.1. Submission of Proposals:**

Bidder's proposal shall consist of:

- One (1) original and three (3) copies of the Technical Proposal, including the signed Event Details document, applicable literature and other supporting documents;
- One (1) original and three (3) copies of the cost proposal including the signed Event Details document,
- Two (2) electronic / software version(s) of the technical and cost proposals are required. This shall be provided on CD or flash drive, in Microsoft® Word or Excel. Technical and cost responses shall be submitted on separate media.

All copies of cost proposals shall be submitted in a separate sealed envelope or container separate from the technical proposal. The outside shall be identified clearly as "Cost Proposal" or "Technical Proposal" with the Bid Event ID number and closing date.

Bidder's proposal, sealed securely in an envelope or other container, shall be received no later than 2:00 p.m., Central Time, on the closing date, addressed as follows:

Kansas Division of Purchases  
Proposal # EVT0002245  
Closing Date: May 10, 213  
800 SW Jackson Street, Suite 600  
Topeka, KS 66612 1286

It is the bidder's responsibility to ensure bids are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse late bid submissions.

Faxed, e-mailed or telephoned proposals are not acceptable unless otherwise specified.

Proposals received prior to the closing date shall be kept secured and sealed until closing. The State shall not be responsible for the premature opening of a proposal or for the rejection of a proposal that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container. Late Technical and/or Cost proposals will be retained unopened in the file and not receive consideration or may be returned to the bidder.

### **2.2. Proposal Format:**

Bidders are instructed to prepare their Technical Proposal following the same sequence as this RFP.

### **2.3. Transmittal Letter:**

All bidders shall respond to the following statements:

- (a) the bidder is the prime contractor and identifying all subcontractors;
- (b) the bidder is a corporation or other legal entity;
- (c) no attempt has been made or will be made to induce any other person or firm to submit or not to submit a proposal;
- (d) the bidder does not discriminate in employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin or disability;
- (e) no cost or pricing information has been included in the transmittal letter or the Technical Proposal;
- (f) the bidder presently has no interest, direct or indirect, which would conflict with the performance of services under this contract and shall not employ, in the performance of this contract, any person having a conflict;

- (g) the person signing the proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above statements;
- (h) whether there is a reasonable probability that the bidder is or will be associated with any parent, affiliate or subsidiary organization, either formally or informally, in supplying any service or furnishing any supplies or equipment to the bidder which would relate to the performance of this contract. If the statement is in the affirmative, the bidder is required to submit with the proposal, written certification and authorization from the parent, affiliate or subsidiary organization granting the State and/or the federal government the right to examine any directly pertinent books, documents, papers and records involving such transactions related to the contract. Further, if at any time after a proposal is submitted, such an association arises, the bidder will obtain a similar certification and authorization and failure to do so will constitute grounds for termination for cause of the contract at the option of the State;
- (i) bidder agrees that any lost or reduced federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in the RFP, contract or modification shall be accompanied by reductions in state payments to Contractor; and
- (j) the bidder has not been retained, nor has it retained a person to solicit or secure a state contract on an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the bidder for the purpose of securing business. For breach of this provision, the Committee shall have the right to reject the proposal, terminate the contract for cause and/or deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

#### **2.4. Bidder Information:**

The bidder must include a narrative of the bidder's corporation and each subcontractor if any. The narrative shall include the following:

- (a) date established;
- (b) ownership (public, partnership, subsidiary, etc.);
- (c) number of personnel, full and part time, assigned to this project by function and job title;
- (d) resources assigned to this project and the extent they are dedicated to other matters;
- (e) organizational chart;
- (f) financial statement may be required.

#### **2.5. Qualifications:**

A description of the bidder's qualifications and experience providing the requested or similar service, including resumes of personnel assigned to the project stating their education and work experience, shall be submitted with the Technical Proposal. The bidder must be an established firm recognized for its capacity to perform. The bidder must have sufficient personnel to meet the deadlines specified in the RFP.

#### **2.6. Timeline:**

A timeline for implementing services must be submitted with the bid.

#### **2.7. References:**

Provide three (3) references who have purchased similar items or services from the bidder in the last three (3) year(s). References shall show firm name, contact person, address, e-mail address and phone number. Bidder's employees and the buying agency shall not be shown as references.

Additionally, bidders shall list clients who have terminated services within the past three (3) years, indicating reasons for termination. Provide the firm name, contact person, address, e-mail address and phone number of each referenced organization.



**2.8. Technical Literature:**

All Technical Proposals shall include specifications and technical literature sufficient to allow the State to determine that the equipment/services meet(s) all requirements. If a requirement is not addressed in the technical literature, it must be supported by additional documentation and included with the bid. Proposals without sufficient technical documentation may be rejected.

**2.9. Procurement Card (P-Card):**

Many State Agencies use a State of Kansas Procurement Card (currently Visa) in lieu of a state warrant to pay for certain purchases. No additional charges will be allowed for using the P-Card. Bidders shall indicate on the Event Details document if they will accept the Procurement Card for payment.

**2.10. Political Subdivisions:**

Political subdivisions (City, County, School Districts, etc.) are permitted to utilize contracts administered by the Division of Purchases. Please state in the area provided on the Event Details document whether or not you will allow this usage. Conditions included in this contract shall be the same for political subdivisions. The State has no responsibility for payments owed by political subdivisions. The Contractor must deal directly with the political subdivision.

### **3. TERMS AND CONDITIONS**

#### **3.1. Contract Documents:**

This RFP, any amendments, the response and any response amendments of the Contractor, and the State of Kansas DA-146a (Contractual Provision Attachment) shall be incorporated into the written contract, which shall compose the complete understanding of the parties.

In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

- Form DA 146a;
  - written modifications to the executed contract;
  - written contract signed by the parties;
  - the RFP, including any and all amendments;
  - and Contractor's written proposal submitted in response to the RFP as finalized.

#### **3.2. Contract:**

The successful bidder will be required to enter into a written contract with the State. The contractor agrees to accept the provisions of Form DA 146a (Contractual Provisions Attachment), which is incorporated into all contracts with the State and is incorporated into this RFP.

#### **3.3. Contract Formation:**

No contract shall be considered to have been entered into by the State until all statutorily required signatures and certifications have been rendered and a written contract has been signed by the successful bidder.

#### **3.4. Notices:**

All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") that may be required or desired to be given by either party to the other shall be IN WRITING and addressed as follows:

Kansas Division of Purchases  
800 SW Jackson St, Suite 600  
Topeka, Kansas 66612-1286  
RE: Bid Event ID Number EVT0002245

or to any other persons or addresses as may be designated by notice from one party to the other.

#### **3.5. Termination for Cause:**

The Director of Purchases may terminate this contract, or any part of this contract, for cause under any one of the following circumstances:

- the Contractor fails to make delivery of goods or services as specified in this contract;
- the Contractor provides substandard quality or workmanship;
- the Contractor fails to perform any of the provisions of this contract, or
- the Contractor fails to make progress as to endanger performance of this contract in accordance with its terms.

The Director of Purchases shall provide Contractor with written notice of the conditions endangering performance. If the Contractor fails to remedy the conditions within ten (10) days from the receipt of the notice (or such longer period as State may authorize in writing), the Director of Purchases shall issue the

Contractor an order to stop work immediately. Receipt of the notice shall be presumed to have occurred within three (3) days of the date of the notice.

### **3.6. Termination for Convenience:**

The Director of Purchases may terminate performance of work under this contract in whole or in part whenever, for any reason, the Director of Purchases shall determine that the termination is in the best interest of the State of Kansas. In the event that the Director of Purchases elects to terminate this contract pursuant to this provision, it shall provide the Contractor written notice at least 30 days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may have not been terminated by the notice.

### **3.7. Debarment of State Contractors:**

Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Contract may be barred for a period up to three (3) years, pursuant to KSA 75-37,103, or have their work evaluated for pre-qualification purposes pursuant to K.S.A. 75-37,104.

### **3.8. Rights and Remedies:**

If this contract is terminated, the State, in addition to any other rights provided for in this contract, may require the Contractor to transfer title and deliver to the State in the manner and to the extent directed, any completed materials. The State shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

In the event of termination, the Contractor shall receive payment prorated for that portion of the contract period services were provided to or goods were accepted by State subject to any offset by State for actual damages including loss of federal matching funds.

The rights and remedies of the State provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

### **3.9. Force Majeure:**

The Contractor shall not be held liable if the failure to perform under this contract arises out of causes beyond the control of the Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes.

### **3.10. Waiver:**

Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by State shall not constitute a waiver.

### **3.11. Independent Contractor:**

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation, social security, income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.

### **3.12. Staff Qualifications:**

The Contractor shall warrant that all persons assigned by it to the performance of this contract shall be employees of the Contractor (or specified Subcontractor) and shall be fully qualified to perform the work required. The Contractor shall include a similar provision in any contract with any Subcontractor selected to perform work under this contract.

Failure of the Contractor to provide qualified staffing at the level required by the contract specifications may result in termination of this contract or damages.

#### Project Personnel

1. During the course of this Contract, the KDOT Project Manager reserves the right to approve or disapprove Contractor's and any sub-Contractor's staff assigned to perform work under the terms of this Contract and to approve or disapprove any proposed changes to that staff. Such approvals shall not be unreasonably withheld. The Contractor shall, on request made by KDOT, provide a resume of any member of its staff or a sub-contractor's staff assigned to or proposed to be assigned to any aspect of the performance of this Contract.
2. On the written request of the KDOT Project Manager, any employee of the Contractor or Sub-Contractor who, in the opinion of KDOT, is unacceptable shall be removed from the project staff. Such removal request shall not be made without substantial reason and rationale. In the event that any employee is removed, the Contractor or Sub-Contractor shall fill the vacancy with an acceptable replacement in a manner that does not adversely impact this Contract. Replacement personnel shall possess equal or greater relevant abilities and qualifications to those previously approved by the other party. The Contractor or Subcontractor will provide a resume of any replacement staff for approval prior to the employee commencing work. This section shall not apply to any employee who dies, becomes disabled, or terminates employment with his/her employer.
3. Any disputed request for replacement of staff shall be in writing and delivered to the KDOT Project Manager. Upon the receipt of such a request, the KDOT Project Manager and Contractor Project Manager shall schedule a face-to-face meeting with Contractor and KDOT at a location to be determined by the KDOT Project Manager in order to resolve the dispute in a mutually satisfactory manner. This meeting must take place within ten (10) working days after service of the written statement of dispute. During the pendency of negotiations, the parties shall act in good faith to perform their respective duties, including payment for accepted Deliverables.

Personnel whose names and resumes are submitted in the proposal shall not be removed from this project without prior approval of Agency. Substitute or additional personnel shall not be used for this project until a resume is received and approved by the KDOT.

#### **3.13. Subcontractors:**

The Contractor shall be the sole source of contact for the contract. The State will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

The State of Kansas requires tax clearance certificates for all subcontractors be submitted with the technical proposal, and that the bidder additionally provide subcontractor(s) legal company name, contact information and tax ID number (FEIN/TIN) as well.

#### **3.14. Proof of Insurance:**

Upon request, the Contractor shall present an affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance to the Division of Purchases.

**3.15. Conflict of Interest:**

The Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any professional personnel who are also in the employ of the State and providing services involving this contract or services similar in nature to the scope of this contract to the State. Furthermore, the Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any state employee who has participated in the making of this contract until at least two years after his/her termination of employment with the State.

**3.16. Confidentiality:**

**A. Access.** Contractor will have access to Confidential Information and private or confidential data maintained by the State, to the extent necessary to carry out Contractor's responsibilities. Contractor agrees that all Confidential Information shall be and shall remain the sole property of the State and Contractor holds any such Confidential Information in trust and confidence for the State. This Confidential Information and data includes, but is not limited to, security arrangements, personal financial information, information regarding undercover law enforcement agents, social security numbers, students & student employees, and medical providers and/or their recipients. Contractor also agrees to the following:

1. All the information and data (including individual or other information identified by the State) of the State shall be considered confidential and private. All electronic data shall be secured through encryption or other comparable security measure.
2. Contractor agrees that it and its employees will not, during the performance of or after the termination of this Agreement, disseminate or disclose at any time to any person, firm, corporation, or other entity, or use for its own business or benefit any information or data (including but not limited to use of names, home addresses, phone numbers of employees or citizens; or any other information obtained about employees, citizens, or Contractors) obtained by it while in the performance of this Agreement.
3. Contractor shall not remove Confidential Information from State's site without State's prior written approval. Notwithstanding the foregoing, email and similar communications contained on Contractor laptops shall not be considered Confidential Information and approval is granted, subject to compliance with applicable security policies, for Contractor laptops to be removed from the State's site.
4. Contractor shall limit access to Confidential Information solely to staff of Contractor who have a business need to know for purposes of fulfilling Contractor's obligations under this Agreement. Any staff, individual or entity assigned to work for Contractor under this Agreement shall separately sign a non-disclosure agreement(s) and be bound by the requirements of this Article and any Kansas Department of Administration computer security policy and user agreement, which shall be incorporated by reference herein.
5. Contractor agrees to comply and shall be fully responsible for providing adequate supervision and training to its agents and employees to ensure Contractor's (and subcontractors of Contractor) compliance with all applicable State and Federal Acts regarding confidentiality and the Kansas Open Records Act, K.S.A. 45-215 *et seq.*
6. The State is a covered entity under the Health Insurance Portability and Accountability Act (1996) ("HIPAA"). Contractor warrants that it will not use or disclose protected health information ("PHI") in ways that are prohibited to the State. Contractor shall establish and maintain procedures and controls acceptable to the State to protect the privacy of individuals' PHI in accordance with the HIPAA requirements. Contractor shall not use or disclose any PHI or other personally identifiable information obtained from the State for any reason.

**B. Return.** Upon termination or expiration of this Agreement, or at the State's request, Contractor and each of the persons and entities working for the Contractor, including any subcontractors, shall promptly destroy or return to the State all Confidential Information, including

all data, information electronic, written, or descriptive materials or any related matter of any type, including but not limited to drawings, blueprints, descriptions, or other papers or documents which contain any such Confidential Information and shall not make, retain or distribute any copies thereof.

**C. Press Releases, Public Statements, and/or Communications.** Contractor agrees that no public statement, release, or communication acknowledging or implying that the State is a customer of Contractor is allowed under this Agreement. Any approval by the State for such public statement, release, or communication shall only be provided in writing by State to Contractor's contact for receiving Notice as described in this Agreement. The State may refuse such a request for any reason.

**D. Contractor's Confidential Information.** The State will ensure that Contractor's properly marked and designated "confidential information", or information that should by its nature be obviously understood to be confidential, including without limitation social security numbers and personal private information, is not disclosed to others except as required by the Kansas Open Records Act. Contractor acknowledges and agrees that the State may be required to disclose certain information of Contractor pursuant to the Kansas Open Records Act.

**E. Failure to Secure Confidential Information.** Contractor shall develop and maintain a security plan for the Project pursuant to its internal Client Data Protection Policies. Such plan shall be subject to review and approval by the State. Upon approval, Contractor shall implement and comply with such plan to secure and protect all personal and private information or personal health information. Contractor shall hold State harmless and indemnify the State for expenses or damages, of any kind, incurred or suffered by the State as a result of any failure by Contractor to comply with such plan. Contractor shall notify the State of any loss or breach of confidential information or data within twenty-four (24) hours of such knowledge. Contractor shall also be responsible and liable for any and all damages to individuals due to such breaches. In the event of any failure to comply with the security plan in which the Confidential Information of one or more individuals is lost, compromised, or is potentially compromised, Contractor shall be responsible and pay for any and all damages, expenses, and costs (including but not limited to lost wages and efforts spent to defend or correct against identity theft) caused to the State or any individual for the disclosure of any Confidential Information. In the event of such breach, Contractor shall provide notice to the State and affected individuals of such disclosure and shall also offer free of charge to affected individuals and the State, identity theft protection insurance for a period of up to two (2) years up to an aggregate cap of one million dollars (\$1,000,000). Such identity theft protection insurance shall be the sole and exclusive remedy against Contractor with respect to a breach under this provision. These terms shall also apply to any third-party Contractors or subcontractors.

### **3.17. Nondiscrimination and Workplace Safety:**

The Contractor agrees to abide by all federal, state and local laws, and rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws or rules or regulations may result in termination of this contract.

### **3.18. Environmental Protection:**

The Contractor shall abide by all federal, state and local laws, and rules and regulations regarding the protection of the environment. The Contractor shall report any violations to the applicable governmental agency. A violation of applicable laws or rule or regulations may result in termination of this contract for cause.

### **3.19. Hold Harmless:**

The Contractor shall indemnify the State against any and all loss or damage to the extent arising out of the Contractor's negligence in the performance of services under this contract and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.

The State shall not be precluded from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or damage to property in the Contractor's custody and control, where such loss or destruction is to state property. The Contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction or damage to State property.

**3.20. Care of State Property:**

The Contractor shall be responsible for the proper care and custody of any state owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract. The Contractor shall reimburse State for such property's loss or damage caused by Contractor, normal wear and tear excepted.

**3.21. Prohibition of Gratuities:**

Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any State employee at any time.

**3.22. Retention of Records:**

Unless the State specifies in writing a different period of time, the Contractor agrees to preserve and make available at reasonable times all of its books, documents, papers, records and other evidence involving transactions related to this contract for a period of five (5) years from the date of the expiration or termination of this contract.

Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.

The Contractor agrees that authorized federal and state representatives, including but not limited to, personnel of the using agency; independent auditors acting on behalf of state and/or federal agencies shall have access to and the right to examine records during the contract period and during the five (5) year post contract period. Delivery of and access to the records shall be within five (5) business days at no cost to the state.

**3.23. Antitrust:**

If Contractor elects not to proceed with an antitrust cause of action resulting from the performance of the Agreement, Contractor assigns to the State all rights to and interests in any cause of action it has or may acquire under the anti-trust laws of the United States and the State of Kansas relating to the particular products or services purchased or acquired by the State pursuant to this Agreement.

**3.24. Modification:**

This contract shall be modified only by the written agreement and approval of the parties. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.

**3.25. Assignment:**

The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of the State. State may reasonably withhold consent for any reason.

This contract may terminate for cause in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of the State.

**3.26. Third Party Beneficiaries:**

This contract shall not be construed as providing an enforceable right to any third party.

**3.27. Captions:**

The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.

**3.28. Severability:**

If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected and each provision of this contract shall be enforced to the fullest extent permitted by law.

**3.29. Governing Law:**

This contract shall be governed by the laws of the State of Kansas and shall be deemed executed in Topeka, Shawnee County, Kansas.

**3.30. Jurisdiction:**

The parties shall bring any and all legal proceedings arising hereunder in the State of Kansas District Court of Shawnee County, unless otherwise specified and agreed upon by the State of Kansas. Contractor waives personal service of process, all defenses of lack of personal jurisdiction and forum non conveniens. The Eleventh Amendment of the United States Constitution is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this Agreement shall be deemed a waiver of the Eleventh Amendment.

**Mandatory Provisions:**

The provisions found in Contractual Provisions Attachment (DA 146a) are incorporated by reference and made a part of this contract.

**3.31. Integration:**

This contract, in its final composite form, shall represent the entire agreement between the parties and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties relating to the subject matter hereof. This Agreement between the parties shall be independent of and have no effect on any other contracts of either party.

**3.32. Debarment of State Contractors:**

Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Agreement may be barred for up to a period of three (3) years, pursuant to K.S.A. 75-37,103, or have its work evaluated for pre-qualification purposes. Contractor shall disclose any conviction or judgment for a criminal or civil offense of any employee, individual or entity which controls a company or organization or will perform work under this Agreement that indicates a lack of business integrity or business honesty. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contractor subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.



**3.33. Immigration and Reform Control Act of 1986 (IRCA):**

All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) Form.

With the submission of this bid, the contractor hereby certifies without exception that such contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination for cause and any applicable damages.

Unless provided otherwise herein, all contractors are expected to be able to produce for the State any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification or like item under the contract.

Contractor will provide a copy of a signed Certification Regarding Immigration Reform and Control Form found under forms on the following website <http://da.ks.gov/purch> with the technical proposal.

**3.34. Worker Misclassification:**

The contractor and all lower tiered subcontractors under the contractor shall properly classify workers as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance coverage, unemployment taxes, social security taxes, and income tax withholding. Failure to do so may result in contract termination.

**3.35. Injunctions:**

Should Kansas be prevented or enjoined from proceeding with the acquisition before or after contract execution by reason of any litigation or other reason beyond the control of the State, Contractor shall not be entitled to make or assert claim for damage by reason of said delay.

**3.36. Statutes:**

Each and every provision of law and clause required by law to be inserted in the contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then on the application of either party the contract shall be amended to make such insertion or correction.

**3.37. Federal, State and Local Taxes:**

Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Contract. The State of Kansas is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the bidder's price quotation. Upon request, the State shall provide to the Contractor a certificate of tax exemption.

The State makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.

**3.38. Accounts Receivable Set-Off Program:**

If, during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the Contractor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq, Contractor shall have the

opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted.

K.S.A. 75-6201 et seq. allows the Director of Accounts & Reports to setoff funds the State of Kansas owes Contractors against debts owed by the Contractors to the State of Kansas. Payments setoff in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.

### **3.39. Definitions:**

A glossary of common procurement terms is available at <http://da.ks.gov/purch>, under "Purchasing Forms".

### **3.40. No Off-shore Sourcing:**

The Contractor, including all subcontractors, agrees that any and all work or services under this contract will be performed at a location within the United States. Therefore, the Contractor, including all subcontractors, agrees that no off-shore sourcing will be conducted.

### **3.41. Fixed Costs Final and Full:**

- A. All reasonable and necessary equipment, labor, software, and services to make this Project timely operational shall be included in the proposal and included in the fixed costs. The Contractor is responsible for all additional costs not included in the proposal and required to satisfactorily complete the scope of services requested and the State's requirements.
- B. This Request is for a firm fixed price contract with payment(s) made only for defined and accepted deliverables.
- C. Prices shall remain firm for the entire contract period and subsequent renewals. Prices quoted shall be net delivered, including all trade, quantity, and cash discounts.
- D. Any price reductions available during the contract period shall be offered to the State of Kansas.
- E. Failure to provide available price reductions may result in termination of the contract.
- F. The State will not award or contract for any arrangement that uses estimates, "time and materials," or payments based on "progress" or elapsed time.
- G. The exact payment per deliverable will be determined during negotiations.

## **4. OTHER TERMS AND CONDITIONS**

### **4.1. Definite Quantity Contract:**

This Request is for a close-ended contract between the Contractor and the State to furnish a predetermined quantity of a good or service in a given period of time.

### **4.2. HIPAA Confidentiality:**

Per the Health Insurance Portability and Accountability Act (1996) (HIPAA), the agency is a covered entity under the act and therefore Contractor is not permitted to use or disclose health information in ways that the agency could not. This protection continues as long as the data is in the hands of the Contractor.

The Contractor shall establish and maintain procedures and controls acceptable to the agency to protect the privacy of members' information. Unless the Contractor has the member's written consent, the Contractor shall not use any personally identifiable information obtained for any reason other than that mandated by this agreement.

### **4.3. Experience:**

All bidders must have a minimum of five (5) years of demonstrable experience in providing document management experience to the public and private marketplaces comparable in size and complexity to those specified herein.

Bidders may be required to furnish information supporting the capability to comply with conditions for bidding and fulfill the contract if receiving an award of contract. Such information may include, but not be limited to, a list of similar size and type projects the bidder has completed.

In this section provide a description of three (3) previous projects where the Contractor provided the requested or similar services. Past project descriptions must include the following:

- Client Contact – Contact Name, Contact Title, Organization (Agency) Name, Current Address and Phone Number, E-Mail Address.
- Sub-Contractors (If applicable)
- Key Contractor Personnel Assigned to the Project
- Description of Project including Key Capabilities Deployed During the Project
- Time Period of the Project
- Total Contract Amount

### **4.4. Payment:**

Payments will be made on a deliverable fixed price basis based solely on KDOT's acceptance/approval of the deliverable. Payments will be based upon pre-established deliverable prices agreed upon by both the agency and the Contractor less a 10% retainage. The 10% retained will be paid upon successful implementation of the system and completion of the warranty period.

### **4.5. Deliverable Pricing:**

Payments will be made on a deliverable fixed price basis based solely on KDOT's acceptance/approval of the deliverable. The minimum set of deliverables is provided in the cost proposal. If the contractor desires to break the project deliverable into more, smaller deliverables then this should be done below with a roll-up of costs to these deliverables. Each deliverable must be easily identified by a delivered product or service. There are advantages and disadvantages to smaller deliverables. The primary advantage is that the Contractor will receive more, smaller payments throughout the project. The disadvantage is that there is less opportunity to make up potential deficits from one deliverable to another.

KDOT's work order process will be used to track the deliverables and completions. Information regarding the KDOT work order process can be found in Attachment 2.

#### **4.6. Upgrades:**

All software, including hardware operating systems, will be at the most current release level when the system is implemented. Any patches or upgrades released during the warranty period will be implemented by KDOT staff with the assistance of the contractor, at no additional cost.

#### **4.7. Shipping and F.O.B. Point:**

Unless otherwise specified, bid prices shall be F.O.B. DESTINATION, PREPAID AND ALLOWED (included in the price bid), which means delivered to a state agency's receiving dock or other designated point as specified in this RFP without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.

#### **4.8. Charge Back Clause:**

If the Contractor fails to deliver the product within the delivery time established by the contract, the State reserves the right to purchase the product from the open market and charge back the difference between contract price and open market price to the Contractor.

#### **4.9. Materials and Workmanship:**

The Contractor shall perform all work and furnish all supplies and materials, machinery, equipment, facilities, and means, necessary to complete all the work required by this Contract, within the time specified, in accordance with the provisions as specified.

The contractor shall be responsible for all work put in under these specifications and shall make good, repair and/or replace, at the contractor's own expense, as may be necessary, any defective work, material, etc., if in the opinion of agency and/or Division of Purchases said issue is due to imperfection in material, design, workmanship or contractor fault.

#### **4.10. Industry Standards:**

If not otherwise provided, materials or work called for in this contract shall be furnished and performed in accordance with best established practice and standards recognized by the contracted industry and comply with all codes and regulations which shall apply.

#### **4.11. Subcontractors:**

The State of Kansas requires tax clearance certificates for all subcontractors be submitted with the technical proposal, and that the bidder additionally provide subcontractor(s) legal company name, contact information and tax ID number (FEIN/TIN) as well.

#### **4.12. Implied Requirements:**

All products and services not specifically mentioned in this solicitation, but which are necessary to provide the functional capabilities described by the specifications, shall be included. Furthermore, all products and services required to make the Contractor's proposal functional shall be identified in the Contractor's proposal. If additional products or services are later found to be necessary to make the Contractor's proposal functional, or to make the Contractor's proposal compliant with the specifications, regardless of whether the additional needed products or services are identified as being necessary by the State or the Contractor, such products or services shall be provided by the Contractor at no charge to the State.

#### **4.13. Warranty:**

The Contractor will be the sole point of contact on any problems with the equipment or systems during the warranty period. The warranty period will be a period of 90 days beginning on the first day following the production implementation and use by the user community. Any outstanding warranty issues that have not been resolved at the conclusion of the warranty will be completed by the contractor. No new issues will be identified after the warranty period expires.

The Contractor shall be responsible for all work performed under these specifications. The Contractor shall make good, repair and replace, at the Contractor's own expense, as may be necessary, any defective work, material acceptance, if in the opinion of agency or Division of Purchases said defect is due to imperfection in material, design, or workmanship for the warranty period specified.

**4.14. Acceptance:**

No contract provision or use of items by the State shall constitute acceptance or relieve the Contractor of liability in respect to any expressed or implied warranties.

**4.15. Ownership:**

All data, forms, procedures, software, manuals, system descriptions and work flows developed or accumulated by the Contractor under this contract shall be owned by the using agency. The Contractor may not release any materials without the written approval of the using agency.

**4.16. Software Code and Intellectual Property Rights:**

As applicable, all original software and software code and related intellectual property developed or created by the Contractor in the performance of its obligations under this Contract or any Work Order issued under this Contract, shall become the sole property of the State of Kansas. The Contractor will surrender all original written materials, including any reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded material, used to develop this software or software code and related intellectual property to the state entity for which it was developed.

All rights inherent to property ownership, such as, but not limited to copyrights, trademarks, and patents shall be vested solely with the state.

The work product ownership provisions of any subcontract or any Task Order issued under this Contract shall be substantially similar to the provisions of this section.

**4.17. Data:**

Any and all data required to be provided at any time during the bid process or contract term shall be made available in a format as requested and/or approved by the State.

**4.18. Submission of the Bid:**

Submission of the bid will be considered presumptive evidence that the bidder is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State and/or local codes, state of labor and material markets, and has made due allowances in the proposal for all contingencies. Later claims for labor, work, materials, equipment, and tax liability required for any difficulties encountered which could have been foreseen will not be recognized and all such difficulties shall be properly taken care of by Contractor at no additional cost to the State of Kansas.

**4.19. Alternate Proposals/Equivalent Items:**

Equivalent bids must be accompanied by sufficient descriptive literature and/or specifications to provide for detailed comparison. Samples of items, if required, shall be furnished at no expense to the State and if not destroyed in the evaluation process, shall be returned at bidder's expense, if requested.

The State of Kansas reserves the right to determine and approve or deny "equivalency" in comparison of alternate bids.

#### **4.20. Certification of Materials Submitted:**

The response to this RFP, together with the specifications set forth herein and all data submitted by the bidder to support the response including brochures, manuals, and descriptions covering the operating characteristics of the item(s) proposed, shall become a part of any contract between the Contractor and the State of Kansas. Any written representation covering such matters as reliability of the item(s), the experience of other users, or warranties of performance shall be incorporated by reference into the contract.

#### **4.21. Inspection:**

The State reserves the right to reject, on arrival at destination, any items which do not conform to the specification of the Contract.

#### **4.22. New Materials, Supplies or Equipment:**

Unless otherwise specified, all materials, supplies or equipment offered by the Contractor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

#### **4.23. Bidder Contracts:**

Bidders must include with their RFP response, a copy of any contracts, agreements, licenses, warranties, etc. that the bidder would propose to incorporate into the any contract generated from this Bid Event. (State of Kansas form DA-146a remains a mandatory requirement in all contracts.)

#### **4.24. Transition Assistance:**

In the event of contract termination or expiration, Contractor shall provide all reasonable and necessary assistance to State to allow for a functional transition to another Contractor.

#### **4.25. Award:**

Award shall be made in the best interest of the State as determined by the PNC or their designees.

#### **4.26. Accessible Technology:**

A) **Computer Hardware, Software, Other Technologies.** All products and services provided or developed as part of fulfilling this contract shall conform to Section 508 of the Rehabilitation Act of 1973 and any amendments thereto, (29 U.S.C. & 794d), and its implementing Electronic and Information Technology Accessibility Standards (36 CFR § 1194). Section 508 requires that electronic and information technology is accessible to people with disabilities, including employees and members of the public. Information regarding accessibility under Section 508 is available: <http://www.section508.gov/>, and a technical assistance document can be found at <http://www.access-oard.gov/sec508/guide/>.

B) **Web Development.** Websites, web services, and web applications shall be accessible to and usable by individuals with disabilities. This means that any websites, web services, and/or web

applications developed in the fulfillment of this contract—including but not limited to: ((a) any web-based training material, user documentation, reference material or other communications materials intended for public or internal use related to the work completed under this contract; and (b) any updates, new releases, versions, upgrades, improvements, bug fixes, patches, customizations, or other modifications to the above—shall comply with *Kansas Information Technology Policy 1210: State of Kansas Web Accessibility Requirements* (IT Policy 1210), IT Policy 1210 is located at <http://oits.ks.gov/kito/itec/Policies/itec/policy1210.htm>. For additional reference, supporting information for implementing IT Policy 1210 can be found at <http://oits.ks.gov/kpat/resources/>.

- C) **Affirmation of Conformance.** The contractor shall provide a description of conformance with the above mentioned specifications by means of a completed Voluntary Product Accessibility Template (VPAT) or other comparable document. (VPAT information is available at <http://www.itic.org/index.php?src=gendocs&ref=vpap&category=resources&submenu=Resources>.) A VPAT is only necessary when contractor is using pre-existing (off the shelf) software. This conformance claim becomes a contractual term between the contractor and the contracting state agency.

#### 4.27. Performance Guarantee:

If Contractor fails to meet the standards described, the described herein will be one remedy available to the State for such failure, along with all other remedies at law and in equity.

Any Performance Guarantee assessed will be offset by any amount that may or will be owed to Contractor for performance.

Assessment of a Performance Guarantee Damage is considered a material breach and cause for termination of the Contract.

In the event the Contractor should fail to perform the installation of the contracted software or provide the contracted services, Performance Guarantee will be assessed and may be withheld from any payment or other amounts owed to the Contractor due to any of the following violations:

1. If Contractor does not have the Software for each contract phase installed by the Installation Date and operational in accordance with the project plan dates agreed upon between the Agency and Contractor, then Contractor shall pay to the Agency as fixed and agreed Performance Guarantee for each calendar day between the specified date and the date that Contractor actually installs the Software and such is operational in accordance with the project plan an amount of five hundred dollars (\$500) per day.
2. The Contractor is not ready to begin acceptance testing by the scheduled date. The Contractor shall be assessed \$300 per calendar day from the scheduled date until acceptance testing actually begins.
3. The Contractor has not passed acceptance testing within 60 days of the start of said testing. The Contractor shall be assessed \$500 per calendar day from the 60<sup>th</sup> day after the start of testing until the Agency determines that the testing has been satisfactorily completed.
3. The Contractor has not supplied the required training, manuals and other documentation by the date specified in the project plan, the Contractor shall be assessed \$300 per calendar day until all documentation and training is delivered in an acceptable condition.

Should the State agree to be held responsible for any portion of the delays, those periods of time shall adjust the dates from which damages are calculated. Performance Guarantee are intended to fully compensate the State for the related breach or damage.

#### 4.28. Architectural Compliance

##### ITEC Policy 4010 on Kansas State Technical Architectural Compliance

All information technology initiatives and acquisitions will comply with the Kansas Information Technology Architecture.

Preferred compliance with the KITA is assured when: (A) an item is selected for purchase from a state contract listed in the KITA under the heading of "Target Architecture"; (B) an item is included in a general category listed under the heading "Target Architecture" in the KITA; (C) when the item conforms to a technical standard listed under the headings "Target Architecture" in the KITA.

Compliance with the KITA is assured when: (A) an item is selected for purchase from a state contract listed in the KITA; (B) an item is included in a general category listed under the heading "Current Standard" or "Emerging Standard" in the KITA; (C) when the item conforms to a technical standard listed under the headings "Current Standard" or "Emerging Standard" in the KITA.

Compliance with the KITA is problematic when an item conforms to a technical standard or is included in a general category under the heading "Twilight Standard" in the KITA. Agencies should be prepared to provide justification for new acquisitions or initiatives that are proposed under this heading.

Contractors shall identify any products in their proposal which would be considered "problematic" under the above.

#### **4.29. Date Data Compliance**

##### **Date Data language required by ITEC Policy 6200**

The contractor warrants fault-free performance in the processing of date and date-related data (including, but not limited to, calculating, comparing, and sequencing) by all goods and services delivered. Fault-free performance includes, but is not limited to, the manipulation of data with correct results when using dates prior to, through, and beyond January 1, 2000, and shall be transparent to the user.

Hardware and software products, individually and in combination, shall provide the correct system date and correct calculations which utilize or refer to the date data, without human intervention, including leap year calculations. Hardware and software products, individually and in combination, shall also provide correct results when moving forward or backward across the year 2000.

#### **4.30. Geographical Information Systems Compliance (GIS) required**

All databases created in this work shall be compliant with existing GIS development standards and enterprise infrastructure to optimize spatial functionality and encoding for address data elements. The Kansas enterprise Geographic Information System (GIS) is based on Environmental Systems Research Institute (ESRI) technology. Kansas supports both internal and external web map service environments and server-side web map development is an emerging trend in GIS development standards, along with higher utilization of centralized spatial database engine (SDE) and implementation of comprehensive geocoding and address standardization. The Kansas GIS infrastructure includes central file servers, central Oracle SDE spatial databases, concurrent desktop licenses for ArcGIS and extension products, along with GPS field data collection and data management tools for spatial databases. Kansas supports and implements the GIS Addressing Standard established by the Kansas GIS Policy Board.

#### **4.31. Work Orders**

This Contract shall be managed by the issuance and acceptance of Work Orders. All work will be performed against Work Orders developed in accordance with the deliverables identified in the contract.

##### **Work Order Process**

This Work Order Process describes the method for submitting Work Orders and the KDOT forms required (see examples at bottom of this section) under a resultant Contract.



For this contract, two types of work orders will be used: Master Work Order and a Child Work Order. The master work order will be created for the entire project and the cost will reflect the total cost, including the 10% retained amount. It will have a work order number of "DMSR1". For each deliverable identified in the contract, a child work order will be created. This will allow the deliverable payment to be made at the completion and KDOT acceptance of the deliverable. Child work orders have an alpha suffix on the main work order number. The first child will be "DMSR1A", the second will be "DMSR1B" and so forth.

#### Work Order and Acceptance

(a) KDOT will prepare, date, and sign a Work Order Request form (DOT Form 0529), submitting it to the Contractor project manager. The work order will include the following items:

- KDOT Work Order number
- KDOT Work Order title
- Requested start date
- Requested finish date
- Scope of the Work Order
- Objective
- Tasks to be done
- Deliverables
- KDOT assets available to the Contractor
- Contractor staff
- Technical environment
- Special requirements

(b) The Work Order and Acceptance form (DOT Form 0529) will be countersigned and dated by the KDOT project manager and the appropriate KDOT management. The Contractor can commence work upon receipt of the countersigned form. No payment will be made to the Contractor unless the Work Order and Acceptance form (DOT Form 0529) has been accepted and signed by KDOT.

#### Work Order Revision and Acceptance

(a) Either party may request a modification of an existing Work Order after work has begun. The KDOT project manager will prepare, date, and sign a Work Order Revision and Acceptance form (DOT Form 0530) which will contain the following items:

- Existing KDOT Work Order number
- Existing KDOT Work Order title
- Original start date
- Original finish date
- Revised start date
- Revised finish date
- Revised scope
- Revised tasks to be done
- Revised deliverables
- Revised Contractor staffing requirements
- Revised KDOT assets required
- Revised technical environment
- Revised estimated cost

(b) If accepted by KDOT, the Work Order Revision and Acceptance form (DOT Form 0530) will be signed and dated by the KDOT Project Manager. Once signed, the Contractor can commence work.

#### Work Order Cancellation and Payment

- (a) KDOT reserves the right to cancel a Work Order at any time.
- (b) If at the discretion of the KDOT project manager a Work Order is to be cancelled, the KDOT project manager will notify the Contractor to cease work and they will complete a Work Order Cancellation & Payment form (DOT Form 0532) which will contain the following items:
  - Work Order number
  - Work Order title
  - Original start date
  - Original finish date
  - Revised start date
  - Revised finish date
  - Cancellation date
  - Actual cost as of cancellation date
- (c) If work has begun on the Work Order, all deliverables (completed or partially completed) will be turned over to KDOT prior to any payment being made to the Contractor. KDOT will reimburse the Contractor based on an approved invoice for work performed to date. Contractor work applied towards the completion of the original Work Order and Acceptance form (KDOT/WOA) will not be paid.

#### Work Order Completion and Payment

- (a) All payment for work will be deliverables-based and will not exceed the deliverable cost in the Work Order and Acceptance form (DOT Form 0529) or Work Order Revision and Acceptance form (DOT Form 0530).
- (b) The KDOT Project Manager will prepare, date, and sign a Work Order Completion and Payment form (DOT Form 0531) which will contain the following items:
  - Work Order number
  - Work Order title
  - Original start date
  - Revised start date
  - Original finish date
  - Revised finish date
  - Actual finish date
  - Original estimated cost
  - Deliverable cost
- (c) The Contractor will attach an original detailed invoice to the Work Order Completion and Payment form (DOT Form 0531).
- (d) KDOT will pay the Contractor only after the Work Order Completion and Payment form (DOT Form 0531) has been completed, accepted and signed by the KDOT Project Manager.

#### **Definitions**

- **The Central Office of Information Technology Services (COTIS)** is the governmental agency responsible for providing IT services to state agencies.
- **The Office of Information Technology Services (OTIS)** is the primary bureau within KDOT that will provide project direction and management for projects covered under this Contract. OTIS will be responsible for developing acceptance criteria as well as verifying each project's adherence to that criteria and authorizing payment against completed Work Orders.

- **Deliverable Cost** is the cost identified in the contract for the deliverable.
- **Work Order and Acceptance (DOT Form 0529)** is a document prepared by the KDOT Project Manager which identifies the work order number, work order title, beginning and completion dates, scope, tasks, deliverables, staffing, KDOT assets required, technical environment, and costs for an assigned project task(s). It is used as authorization to begin work by the Contractor.
- **Work Order Revision and Acceptance (DOT Form 0530)** is a document which revises the original Work Order and identifies the work order number, work order title, original and revised beginning and completion dates, revised scope, revised tasks, revised deliverables, revised staffing, revised KDOT assets, revised technical environment, and revised costs for an assigned project task(s).
- **Work Order Completion and Payment (DOT Form 0531)** is a document prepared and approved by the Contractor and KDOT Project Manager which certifies the completion of work and authorizes payment. Payment will not be made without the completion of this form and the signatures of all parties.
- **Work Order Cancellation and Payment (DOT Form 0532)** is a document prepared by the KDOT Project Manager that is used when work on a Work Order is to be terminated prior to completion. Payment will not be made without the completion of this form and the signatures of all parties.

### **KDOT Work Order Forms**

See examples on the next 5 pages.

- Work Order & Acceptance form (DOT Form 0529)
- Work Order Revision & Acceptance form (DOT Form 0530)
- Work Order Completion & Payment form (DOT Form 0531)

Note: The format of the Work Order forms are subject to periodic change and review. The following examples represent the current forms in use as of the date of this RFP.

Work Order Management System  
Work Order and Acceptance Form

Work Order Type: ☒ Normal ☐ Master ☐ Child Work Order Number: DMSR2

Fiscal Year:	2013	ITAC Allocation:	DMS Replacement
ITAC Project No:	IT-0650-01	Alternative Project No.:	
Vendor:	To be determined		
Group:	00-00-00-Vendor Specific		
Contract:	DMS Replacement Contract - 2013-999		

Work Order Title:	
Work Order Start Date:	Work Order Finish Date:
<small>Check this box if you know Geospatial Enablement has been considered when scope this project.</small>	
<small>Vendor can commence work upon receipt of the countersigned form. In the event that work cannot begin immediately, the Vendor must notify KDOT, listing the consultants they have selected to work on the project, within two weeks of receipt of the countersigned form. No payment will be made to the Vendor unless the Work Order and Acceptance form (WORA) has been accepted and signed by KDOT.</small>	

Scope:

Objective:

Tasks to be Done:

Deliverables:

Vendor Staffing Requirements:

KDOT Assets Required:

Technical Environment:

Special Requirements:

Estimated Hours and Costs (to prepare and complete the Work Order)

Class	Site	Rate	Hrs	Cost
	KDOT			

		0.00	1	\$0.00
		Total:	1	\$0.00

☐ Retainage

I, the Vendor, have prepared this Work Order in accordance with Contract 2013-999

Vendor Name: To be determined

Vendor PM: To be determined

I accept this Work Order in accordance with the Contract

KDOT PM: Cindy Wade

BCS Approval: Jeff Neal

Division Director: Wade Wiebe

DD Comments: \_\_\_\_\_

## Work Order Management System Work Order Revision

Work Order Type: NORMAL

Work Order Number: DMSR2 Revision Number: 1

Fiscal Year:	2013	ITAC Allocation:	DMS Replacement
ITAC Project No:	IT-0650-01	Alternative Project No.:	
Vendor:	To be determined		
Group:	00-00-00-Vendor Specific		
Contract:	DMS Replacement Contract - 2013-999		

Work Order Title: SampleOriginal Start Date: 7/1/2013Original Finish Date: 9/30/2013

Revised Start Date:

Revised Finish Date:

Vendor can commence work upon receipt of the countersigned form. In the event that work cannot begin immediately, the Vendor must notify KDOT, listing the consultants they have selected to work on the project, within two weeks of receipt of the countersigned form. No payment will be made to the Vendor unless the Work Order and Acceptance form (KDOT WOA) has been accepted and signed by KDOT.

Revised Scope:

Establish detail plan

Objective:

Set up the project.

Revised Tasks to be Done:

Revised Deliverables:

ID	Deliverable
1	

Revised Vendor Staffing Requirements:

Revised KDOT Assets Required:

Revised Technical Environment:

Revised Special Requirements:

Estimated Hours and Costs (to prepare and complete the Work Order)

Class	Site	Rate	Hrs	Cost
	<u>KDOT</u>	0.00	1.00	\$0.00
		<b>Total:</b>	<b>1</b>	<b>\$0.00</b>

☐ Retainage

I, the Vendor, have prepared this Work Order in accordance with Contract

Vendor Name: To be determinedVendor PM: To be determined Signature on Attached Copy

I accept this Work Order in accordance with the Contract

KDOT PM: Cindy WadeBureau Chief: Jeff NealBCS Approval: Jeff NealDivision Director: Wade WiebeDD Comments: 

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## Kansas Department of Transportation Work Order Completion & Payment Form

Fiscal Year:  Contract #:  ITAC Project No.:   
Additional Project No.:   
Group #:   
Vendor:   
Work Order Type:  Work Order Number:   
Work Order Title:

Original Start Date:  Original Finish Date:  Actual Finish Date:   
Revised Start Date:  Revised Finish Date:

KDOT will pay the Vendor only after the Work Order Completion and Payment form has been completed by the Vendor and accepted and signed by the KDOT Project Manager. KDOT will not pay for any work completed by the Vendor that was accomplished prior to the signing of a Work Order and acceptance from the KDOT Project Manager.

Original Estimated Amounts		Hrs	Cost
	Total	1.00	\$0.00
Class	Site	Rate	Cost
	KDOT	\$0.00	\$0.00
		0	\$0.00

I, the Vendor, certify this Work Order is complete per Contract # 2013-999 and details in the Work Order & Acceptance Form. I am submitting a copy of the deliverables (programming code and JCL are not required) and a recap of hours and costs with this acceptance form.

Vendor Name:   
Project Manager:    
Date Signed:

We, the KDOT Project Manager and User, accept the deliverables and charges, request payment be made for the Work Order described above for Contract # 2013-999. If the deliverables involve reports or other written documents, I have attached a copy of these deliverables. Deliverables that involve computer code and/or JCL are not required to be attached.

KDOT Proj Mgr:   
User:   
Work Order Mgr:

## 5. SPECIFICATIONS

### 5.1. Term of Contract:

The term of this contract is for a 1.5 year(s) period from the date of award with additional one (1) year renewal(s) by written agreement of the parties

### 5.2. Background/History

The Kansas Department of Transportation implemented the current document management system (DMS) in 1992. At that time, a Request for Proposal was issued as part of a bigger project called Records and Workflow Management (RWM). This project encompassed document management, imaging, electronic forms, workflow and electronic signatures. During this project a single DMS library was established named "KDOTDocs". At this time no other libraries were envisioned. However, over the years four additional libraries have been added to support very specific needs. Separate libraries were created for several reasons: the required indexing scheme was dramatically different, there were strict security requirements or accessibility of documents was different. KDOTDocs still remains a primary library for most KDOT documents unless the document's needs precipitate its own library. Each library is described below.

**KDOTDocs Library:** General library used to house many administrative, legal, and financial documents. It may be used by anyone in KDOT to store documents. Various internal web pages are used to retrieve specific documents. Documents are generally added to KDOTDocs either manually by the users or completed forms and attachments are added automatically by the workflow system.

**MVA (Motor Vehicle Accident) Library:** The MVA library contains all vehicle accident reports throughout the state of Kansas since 2000. This library is integrated with the Traffic Records System (TRS), KGATE, and KCARS. Accident reports may be retrieved by Law Enforcement Agencies throughout the state via TRS and by the Department of Revenue.

**PersonnelLib Library:** PersonnelLib houses the Agency's official employee and medical files for all active and inactive employees. In addition, it contains all timesheet documents generated from the Crew Card system and the Employee Time system and all I-9 documents. PersonnelLib has very strict security requirements to prevent unauthorized access to employee files. I-9's are only available thru a custom webpage which logs all activity to the documents. This system currently has approximately 16,000 stored searches for employees. Two stored searches exist for each active and inactive employee, one for their employee file and one for their medical file.

**ProjectDocs Library:** ProjectDocs contains all project related documents. This library contains everything from plan sheets to correspondence that is related to a KDOT project. This library is integrated with WinCPMS and allows a document list and individual document retrieval to be performed from within the WinCPMS system.

**PublicDocs Library:** PublicDocs contains all publicly available documents and exposes them thru internet web pages. Online access of this library includes the Materials and Research's online research library, legislative testimony documents, city connecting link resolutions, project letting documents, hot mix designs, and KDOT technical policies and advisories.

### Access:

Currently the system is accessed in a variety of ways:

- Most internal KDOT users (approximately 1800) use the FileNet Web Services to access the libraries via a browser. This uses NT authentication and does not require the user to login.

- Approximately 60 internal KDOT users use the FileNet IDM Desktop product. This is primarily used because of the large amount of employees they access in the PersonnelLib library. Using the FileNet Web Services product will not work for these individuals because it causes a “time-out” to occur when trying to load the stored searches for each employee.
- Custom ASP or ASP.NET pages have been developed to deliver specific documents via the Intranet or Internet.
- Some documents are accessed via other systems, e.g. Traffic records system, KGATE. These are accessed primarily thru custom built views or web services.

### 5.3 Current Environment:

Library	Type of Server	Hardware	Operating System
KDOTDocs	Virtual	VMWare 4-2.29 GHz/4 GB	Windows Server 2008
MVA	Virtual	* VMWare 4-2.29 GHz/4 GB	Windows Server 2008
PersonnelLib	Virtual	VMWare 4-2.29 GHz/4 GB	Windows Server 2008
ProjectDocs	Virtual	* VMWare 4-2.29 GHz/4 GB	Windows Server 2008
PublicDocs	Virtual	VMWare 2-2.29 GHz/4 GB	Windows Server 2008
Web Server	Physical	Proliant DL360 G4 2-3.4 GHz/3.5 GB	Windows Server 2003
Test Server	Virtual	VMWare 2-2.2 GHz/1.02 GB	Windows Server 2008
Test Web Server	Physical	Proliant DL360 800 MHz/640 MB	Windows Server 2003
Internet Web Server	Virtual	VMWare 2-2.2 GHz/2 GB	Windows Server 2008

\* Shared Server

All libraries utilize a SQL Server database and are storage area network (SAN) attached.

Specific library, document class configurations and custom properties are provided in the appendices.

The majority of the end-user PC's are Windows 7 64-bit. They are currently using Office 2007 however a roll-out to Office 2010 will begin shortly. Any solution should support Windows XP/Windows 7 32-bit/Windows 7 64-bit and Office 2007/Office 2010. Internet Explorer is the current browser standard at KDOT however external users may use Firefox, Google Chrome or other popular browsers. Any browser limitations should be noted in the Contractor's response.

### 5.4 Metrics as of January 8, 2013:

There are approximately 1800 internal users. The amount of public users is unknown.

Library	Number of Documents	Amount of Space Used	Estimated Annual Growth
KDOTDocs	1,143,152	468.2 GB	80,000 docs/7%
MVA	1,092,371	416.8 GB	140,000 docs/13%
PersonnelLib	824,942	126.4 GB	100,000 docs/12%
ProjectDocs	248,919	206.7 GB	50,000 docs/20%
PublicDocs	140,014	88.2 GB	10,000 docs/7%
<b>Totals</b>	<b>3,449,398</b>	<b>1,306.3 GB</b>	<b>380,000 docs/11%</b>

### 5.5 Current Functionality:

Below is a high-level list of the current functionality. The contractor should consider and identify in their proposal how their solution will accomplish these requirements.

#### 5.5.1 General Administrator Functionality:

- 5.5.1.1 Create libraries
- 5.5.1.2 Create document classes
- 5.5.1.3 Create custom properties including single and multi-value fields
- 5.5.1.4 Configure document classes with custom properties and identify whether it is required or not
- 5.5.1.5 Create custom searches using both system and custom properties
- 5.5.1.6 Create custom security groups (in addition to syncing with Active Directory)
- 5.5.1.7 Ability to associate users and groups
- 5.5.1.8 Create folders
- 5.5.1.9 User Management
- 5.5.1.10 Ability to programmatically load security groups as needed with users
- 5.5.1.11 Import/Export documents and properties
- 5.5.1.12 Ability to bulk modify document properties or security based on a search or defined criteria
- 5.5.1.13 Ability to easily identify all currently logged on users.
- 5.5.1.14 Ability to start/stop libraries
- 5.5.1.15 Ability to delete objects
- 5.5.1.16 Ability to define logs and backups
- 5.5.1.17 Upgrade software and apply patches

#### **5.5.2 General User Functionality:**

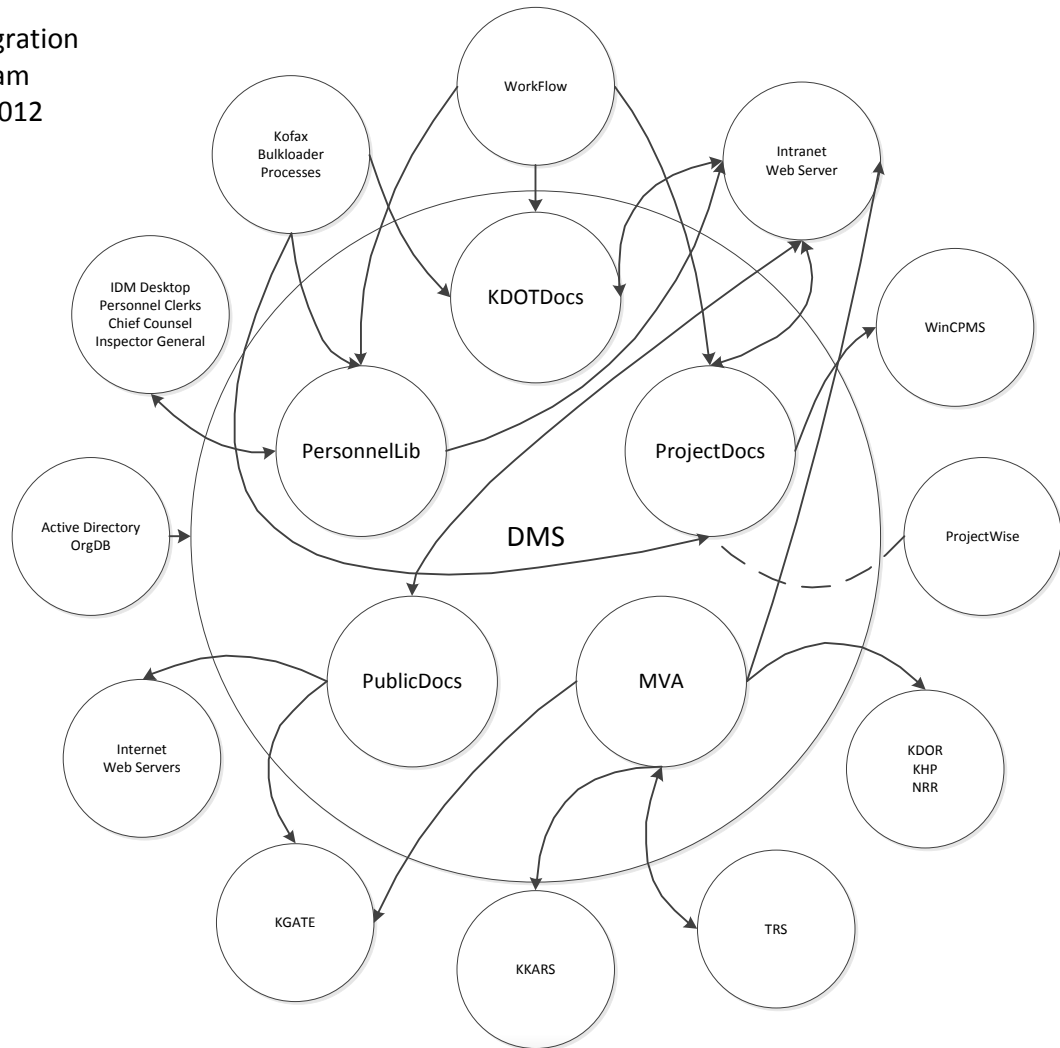
- 5.5.2.1 Add documents if allowed by the administrator
- 5.5.2.2 Version control (checkout/check-in) capabilities
- 5.5.2.3 Document Security options: view only, author (modify properties, checkin/checkout), owner (author plus modify security), administrator
- 5.5.2.4 Modify properties/security if proper document security
- 5.5.2.5 Create folders with links to documents
- 5.5.2.6 Searching using both standard or custom searches
- 5.5.2.7 Copying a document to either a local or network drive, providing a URL link to the document or attaching a document to an email
- 5.5.2.8 Viewing/printing a document (security permitting)
- 5.5.2.9 Full text indexing and searching
- 5.5.2.10 Ability to change their active group
- 5.5.2.11 Default security when adding a document based on their active group
- 5.5.2.12 Batch printing capability to print an entire personnel file from PersonnelLib

### 5.5.3 System Integration:

A complete system integration diagram is shown below.

- 5.5.3.1 Integration with Microsoft Office
- 5.5.3.2 Integration with K2 workflow via Web Services
- 5.5.3.3 Integration with other systems via URL's and web services
- 5.5.3.4 Integration with Kofax Ascent Capture for scanning documents

DMS Integration  
Diagram  
11/9/2012



## 5.6 Desired Functionality:

Below is a high-level list of the additional desired functionality. The contractor should consider and identify in their proposal how their solution will accomplish these requirements. When preparing the proposal response, the contractor should be aware that these may or may not be implemented as part of the scope and will therefore be broken out separately in the cost proposal. If your solution provides additional capabilities in an area which are not detailed then these should be specifically identified in the proposal.

### 5.6.1 Records management

Records management should include functionality to define retention plans and times by indexing properties, the ability to put a legal hold on a document, the ability to determine the disposition of the document, and a rules or workflow based process for approval of documents identified for destruction.

### 5.6.2 Email integration

Email integration to allow emails to be automatically indexed based on either the email address it is sent to ([PurchaseOrders@ksdot.org](mailto:PurchaseOrders@ksdot.org)) or the public shared folder it's dropped in to. Security should be established based upon pre-established rules. It should allow for easy integration with minimal user impact.

### 5.6.3 Network integration

Network integration so that shared document folders can be setup and as documents are dropped into the folder then it is automatically indexed based upon pre-established criteria and security is pre-defined based on rules or indexing information.

### 5.6.4 SharePoint Integration

KDOT is primarily using Microsoft SharePoint for the management of Information Technology projects. The DMS is the Agencies official repository for many different types of documents. Explain how your solution integrates with SharePoint.

### 5.6.5 Bentley's Project Wise Integration

Project Wise is used heavily in KDOT for integration with MicroStation. In addition to storing plans and plan sets in Project Wise, the designers use it to store all work in progress documents. Explain how your solution integrates with Project Wise to make plan sets and documents move to DMS at varying points in the project.

### 5.6.6 Linking Documents

Ability to link documents together, e.g. volumes of a document, through the use of compound documents or hypertext links.

### 5.6.7 Custom Error Definitions

For example, the ability to setup a rule to warn users when they are adding a large sized document about the potential consequences.

### 5.6.8 Bulk Modify

Provide the ability to create a new document version while converting the documents from one software version to another based on a search. For example, convert all Word 2003 (.doc) files to Word 2007 (.docx) files. If version 1 is the Word 2003 document then it would check-out the document, convert it to Word 2007 and check the Word 2007 in as version 2.

### 5.6.9 Mobile device support

Explain what mobile device (e.g. Smart Phones, Tablets, etc.) support is provided in your solution. What additional software is needed on the mobile device to facilitate its use?

Does it allow the browsing of the content repository and the capturing of images and adding them to the repository?

#### **5.6.10 System Notifications**

Provide the ability for the administrator to send a notification to all currently signed-on users. For example, the system will be going down in 5 minutes please logout. Provide the ability for the administrator to setup a system broadcast for a pre-determined time frame. For example, the DMS system will be down on Saturday for an upgrade. The administrator would define this notification to run from midnight Tuesday thru midnight Friday.

#### **5.6.11 Custom Alerts**

Ability to add custom alert messages based on library and indexing information. For example, if a "librarian" is identified for a set of documents then the alert would notify the "librarian" if a new document is added so they can verify indexing and security information. A custom alert may also be setup to notify a group of individuals when a new document is added with a link to the document.

### **5.7 Response to Requirements**

In this section the Contractor will describe how the proposed solution will satisfy KDOT's requirements.

Complete Attachment 1 of this RFP, with codes marked as appropriate. The applicable codes are:

0 — Will Not Meet Requirement

1 — System Meets Requirement With Modification At Additional Cost. If third-party products are proposed, identify the product and Contractor in the bid proposal.

2 — System Meets Requirement With Modification At No Additional Cost

3 — System Meets Requirement Without Modification.

When answering the questions, the Contractor should describe existing related functionality.

When answering the questions with 1 or 2, the Contractor should describe the modifications which will be provided to fully address each requirement.

### **5.8 Scope of Work**

The project scope includes an Enterprise Document Management System for approximately 1800 internal KDOT users and an unknown amount of public users. This project will include establishing the new test and production environments and installation of software, configuration of the new libraries including security and backups, and conversion of existing documents and document properties. A subset of production documents from each document class will be converted to test to ensure a smooth migration to production. In addition, the Contractor will provide information and support to modify the existing web services used by other systems, and modification of the asp pages pulling specific documents. This project does not include any imaging functions, electronic forms or workflow capabilities. If this functionality is included in the base products then the Contractor should note that in their bid response.

This project will include software licensing fees with the first year of maintenance included for an enterprise document management system. Conversion of the existing FileNet Content Services/Web Services configuration and existing documents contained within the 5 FileNet libraries. The bids should also include sufficient training as described in section 5.9.6 below.

### **5.9 Services to be Provided**

### 5.9.1 CITO Detailed Plan and Reporting

- **The Detail Project Plan:** The Contractor's project manager will work with the KDOT project manager and CITO liaison to develop an acceptable detailed project plan for CITO approval. **This approval must be received prior to any work beginning on the project.** In addition, the Contractor project manager will be required to submit an updated project plan quarterly.
- **Team Status Meetings:** On-site and teleconference bi-weekly project status meetings will be held. Required attendees include the KDOT Project Manager, the KDOT System Administrator, the Contractor Project Manager, and the Contractor Technical Lead. Other team members may be requested to attend these meetings on an as needed basis.
- **Status Reports to KDOT Project Manager:** A bi-weekly status report will be provided to the KDOT Project Manager by the Contractor Project Manager that includes but is not limited to:
  - Accomplishments for the current reporting period
  - Planned activities for the next reporting period
  - Actual cost-to-date vs. budgeted cost-to-date
  - Current project schedule vs. baseline project schedule
  - Action Items that were closed
  - Open Action Items
  - New Actions Items
  - New Risks

The project plan should take into consideration following State Holidays.

HOLIDAY	DAY OBSERVED
New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Family Day	Friday following the Fourth Thursday in November
Christmas Day	December 25

**Note:** When January 1, July 4, November 11 or December 25 falls on Saturday, the preceding Friday is observed as the legal holiday. If these days fall on Sunday, the following Monday is the observed holiday.

### 5.9.2 Design

Develop a detail plan which satisfies the requirements and defines how the architecture will be established, security defined and libraries configured. The design should be user centric and consider how the user will interact with the system for adding documents, searching and reporting capabilities. It must also define how the existing interfaces will be accommodated minimizing the impact on the external system.

### 5.9.3 Installation and Configuration

KDOT server staff will setup the server(s) to the contractor's specifications however the installation of the DMS software will be a joint effort between the contractor's staff and KDOT's system administrator. This will facilitate knowledge transfer for future



installations. The contractor staff and KDOT system administrator will work together to configure the libraries, properties and security on the system according to the design. The Contractor's response should identify any tools that will be used with the configuration or conversion of the configuration and whether there is an additional cost associated with these tools. In addition, the timeline should include the estimate for configuring the software, establishing the properties, and setting up security groups.

#### 5.9.4 Conversion

Conversion will include converting all documents in the existing libraries to the new system. The documents will be moved in the format they currently exist in and no changes will be made to the documents themselves. All versions and version history will be maintained. The Contractor's response should identify any tools that will be used with the conversion and whether there is an additional cost associated with these tools. In addition, the timeline for moving documents by library should be included.

#### 5.9.5 Testing

The contractor will develop a testing plan to ensure that all documents, indexing information, security, folders, and searches are converted and operating correctly. The testing plan should include load testing and performance benchmarks. Performance benchmarks should either meet or exceed current response times.

Individual software components must be thoroughly tested by the Contractor, both at the unit and system level prior to delivery to KDOT for user acceptance testing. Documentation of such testing will be required before KDOT will accept software modules and system components for User Acceptance testing. The Testing Plan must address, at a minimum, the following key testing activities:

- a. **Unit testing:** Unit testing is the Contractor's responsibility and will be performed using pre-defined test scripts that cover all of the functionality of the unit being tested. Completed unit test results will be presented to KDOT prior to commencing any system or user acceptance testing. ADA compliance testing will be included in accordance with the KDOT standards.
- b. **System testing:** System testing is the Contractor's responsibility and will be performed using pre-defined test scripts that cover all of the functionality of the overall system components being tested. All test scripts will be approved by the KDOT project team prior to their execution. Completed system test results will be presented to KDOT prior to commencing any user acceptance testing.
- c. **System interface testing:** System interface testing will be performed by the Contractor. System interface testing shall include end-to-end tests verifying the completeness and timeliness of all data exchanged between systems. All test scripts will be approved by the KDOT project team prior to their execution.
- d. **User acceptance testing:** User Acceptance testing will be performed by designated KDOT Employees. User acceptance testing evaluation and sign-off will be the sole responsibility of KDOT.
- e. **Performance load testing:** Load testing will be conducted to ensure the system will handle a load. Performance at various locations throughout the state must meet or exceed the current system performance.

#### 5.9.6 Training and Documentation

A key success factor for the project is knowledge transfer. The KDOT system administrator should be self-sufficient at the conclusion of the project. This will be accomplished by engaging the KDOT staff in all aspects of the project from design, installation, configuration, conversion and implementation. In addition, the Contractor

should provide sufficient documentation including the design document, system manuals and architectural information for system administration.

In addition, the Contractor shall propose a user training program to sufficiently train 1000 employees including 400 in Topeka and 100 in each of the six district offices throughout the state. In addition, a computer based training course will be provided for future training. The proposal should include a user manual and quick reference guide.

#### 5.9.7 Implementation

The contractor will be responsible for implementation including installation of the software, with the assistance of KDOT, configuration, customization and conversion of documents. The contractor will pre-establish verification procedures to ensure that all documents, document versions, properties and security are converted correctly.

#### 5.9.8 Warranty

The contractor shall warrant the system for a period of 90 days from the date the system is implemented in a production environment and the users begin using the system. All defects identified prior to or during the warranty period shall be fixed and implemented by the contractor prior to receiving the final payment. Defects discovered during the warranty period may include items overlooked during the testing period. The final payment will include the 10% retained during the project.

The Contractor shall supply onsite and offsite hourly rates for maintenance and support activities. KDOT will contract for one three year maintenance and support period (Years 1-3) and provide an option for another three year maintenance and support period (Years 4-6). Maintenance and support activities shall be used on a time basis as needed using the hourly rates agreed upon.

#### 5.10

##### Deliverables

A minimum set of deliverables is identified below. These are also identified on the cost sheet, in addition to the software. The deliverables may be broken down into smaller deliverables if elected in the bid proposal however they must roll up to this level. All deliverables must have a clearly defined product associated with them. **Payment for a deliverable will only be made once KDOT has approved the deliverable.**

##### 5.10.1 CITO Detailed Project Plan

This contract will be subject to project planning and reporting requirements outlined in Kansas statutes 75-7201 – 75-7212 via the Information Technology Executive Council (ITEC) policies and the Joint Committee on Information Technology (JCIT) guidelines/recommendations. As such, this project will be overseen by the Kansas Enterprise Project Management Office (EPMO). ITEC Policies can be found at the following web site: <http://oits.ks.gov/kito/>

Upon award, the Contractor Project Manager will work with the KDOT Project Manager to develop a detailed project plan which meets EPMO requirements found at the foregoing website. A detailed project plan must be created in Microsoft® Project version 2010 and be submitted to the EPMO for review and approval prior to the commencement of any additional work. The Chief Information Technology Office (CITO) requires a **four week** lead time for project plan review. Once approved, this project plan will form the basis for tracking all tasks and deliverables and for aligning resources to match workload requirements. **This approval must be received prior to any work beginning on the project.**

##### 5.10.2 Detail Design Documents

The detail design plan and documents will contain all the information to build the solution. At a minimum, it should include:

- Architecture diagram and documentation

- Software installation and configuration plan
- Security plan by library
- Interface approach, diagram and documentation on how they will be converted to the new system.
- Conversion plan for moving documents for all libraries.

#### **5.10.3 Testing Plan and Documents**

The testing plan will contain sufficient scenarios to cover all aspects of the system. This will include all libraries, cross library searching, security and interfaces. The plan must include unit testing, system testing, interface testing and load testing for performance. Performance shall meet or exceed current response times.

#### **5.10.4 Software Installation and Configuration**

This deliverable will include the actual installation and configuration of software on both the test and production systems.

#### **5.10.5 Document Conversion**

This deliverable will be considered complete when all documents have been successfully converted in the production system.

#### **5.10.6 System Administrator Documents and Knowledge Transfer**

At a minimum the KDOT system administrator should be able to perform all current functionality as described in section 5.5.1 or its equivalent. In addition, all system administrator manuals and architectural diagrams and documents for the KDOT installation will be provided.

#### **5.10.7 User Documents and Training**

At a minimum this deliverable will include the training of 1,000 employees, user training manual, computer based training course and a quick reference guide.

#### **5.10.8 Production Implementation**

This deliverable is complete when the solution is successfully implemented in production, all documents are converted and verified, performance is verified, interfaces are working and the users are using the system.

#### **5.10.9 Implementation of Additional/Optional Modules**

Several modules have been identified as desired functionality. These modules may be part of the base product or sold separately. KDOT will determine during the evaluation and negotiation process whether any or all of the additional modules will be included in the scope. The following modules will be broken out separately on the cost sheet. All other desired functionality is considered in the base product if it exists. If a separate module is needed for these then that should be added to the cost sheet. Modules that will be their own deliverable and cost item include:

- Records Retention
- Email Integration
- SharePoint Integration
- Bentley Project Wise Integration
- Network Integration
- Mobile Device Support

#### **5.11 Timeline**

Please identify the anticipated start and end dates based on a June 24, 2013 start date. Additional detail may be added as desired.

Activity	Start Date	End Date
Project Startup		

Design		
Test system software installation and setup		
Library, property and security configuration		
Conversion Plan		
Sample production documents converted to test		
Implementation Plan		
Production system software installation and setup		
Production implementation including document conversion		
Administrator Training		
Development of user training manual and quick reference guide		
Development of Computer Based Training Module		
End-user training		

Project Startup includes development of a detailed project plan that meets the requirements of the Chief Information Technology Office (CITO). See <http://oits.ks.gov/kito/ITProposedPlans.htm> for details. **No additional work may begin on the project until the detailed project plan is approved by the CITO's office.** This may take 2- 4 weeks for approval.

#### 5.12 **State Resources to be Provided**

The state will provide one (1) full-time system administrator and a part-time project manager to work on the project.

#### 5.13 **Project Logistics**

The Contractor's key project resources will work on-site in Topeka, Kansas for each phase of the project in which they participate. KDOT will furnish office space for the Contractor's project team. The Contractor shall be responsible for providing parking for their staff whenever they are on-site. KDOT also plans to provide communication lines, telephones (for local calls and long distance calls related to this project only), a photocopier, and fax machine for the Contractor to use while on-site. Printers and plotters will also be available on-site for use by the Contractor; however, it will be the Contractor's responsibility to provide printer drivers or other items that are necessary to obtain the desired output and to make their own copies. KDOT will not provide the Contractor with administrative support personnel.

The Contractor shall provide all other equipment (including hardware and software), supplies, administrative overhead, logistics, lodging and other items or expenses necessary for the Contractor's staff to complete the project. Any software that is used for the project shall be provided to KDOT upon completion of the project.

If, at any time during design and implementation, the Contractor experiences difficulties or problems with the COTS application software, it will be the responsibility of the Contractor to coordinate and rectify the difficulties or problems with the software provider.

KDOT support is only available from 7:30 - 4:30 Central Standard Time Monday through Friday. Support will be unavailable on all State of Kansas official holidays.

## 6. COST SHEET

Payments will be made on a deliverable fixed price basis based solely on KDOT's acceptance/approval of the deliverable. The minimum set of deliverables is provided below. If the Contractor desires to break the project deliverables into more, smaller deliverables then this should be done below with a roll-up of costs to these deliverables. Each deliverable must be easily identified by a delivered product or service. There are advantages and disadvantages to smaller deliverables. The primary advantage is that the Contractor will receive more, smaller payments throughout the project. The disadvantage is that there is less opportunity to make up potential deficits from one deliverable to another.

- The software license and maintenance fee should not be altered.
- All travel costs should be included in the deliverable costs; these will not be paid separately.
- A 10% retainage will be withheld from all payments until final acceptance of the project.
- The maintenance period will not begin until the production implementation of the system is complete.
- All work is expected to be performed onsite at KDOT working closely with the DMS system administrator.

Contractor Name:

<b>Software Licenses &amp; Maintenance:</b>	<b>Notes</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Base System for test, including one (1) year of maintenance.	Indicate type of license: Enterprise, library based, server based, core based, user based.			
Optional modules:	Indicate if included in base system or not available. Otherwise, indicate license type.			
• Records Retention				
• Email Integration				
• SharePoint Integration				
• Bentley ProjectWise Integration				
• Other				
Base System for production, including one (1) year of maintenance.	Indicate here the type of license: Enterprise, library based, server based, core based, user based.			
• Records Retention				
• Email Integration				
• SharePoint Integration				
• Bentley ProjectWise Integration				
• Other				
<b>Services: (Including travel)</b>	<b>Notes</b>			<b>Total Cost</b>
CITO Detailed Project Plan				
Design				
Software Installation and Configuration	Includes both test and production.			
Document Conversion	Includes both test and production.			
Testing				

Training and Documentation				
Production Implementation				
Warranty				
<b>Maintenance and Support</b>				
Years 2 – 4	Annual maintenance and support costs if not included in licensing cost.			
Years 5 - 7	Annual maintenance and support costs if not included in licensing cost.			

The following table is intended to obtain resource costs if KDOT requested any development or training that would not be included in the Maintenance and Support listed above. Since KDOT cannot pay for a Contractor's travel and per diem we need to have an Onsite Rate that is inclusive of these expenses for the Contractor.

A development example might be if KDOT needed some assistance with development of a custom interface. It is assumed there would be a need for a Project Manager and certain technical or developer resources required. What resource classification would typically be provided for that development effort and what would be the Offsite and Onsite hourly rate for each resource.

A training example might be if KDOT needed some assistance with training after implementation. What resource classification would typically be provided for that training effort and what would be the Offsite and Onsite hourly rate for each resource.

#### Post Implementation Development and Training Rates

Employee Classification	Offsite Hourly Rate	Onsite Hourly Rate
<i>Resource 1</i>		
<i>Resource 2</i>		
<i>Resource 3</i>		
<i>Resource 4</i>		
<i>Resource 5</i>		
<i>Resource 6</i>		

State of Kansas  
Department of Administration  
DA-146a (Rev. 06-12)

### CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges—hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.



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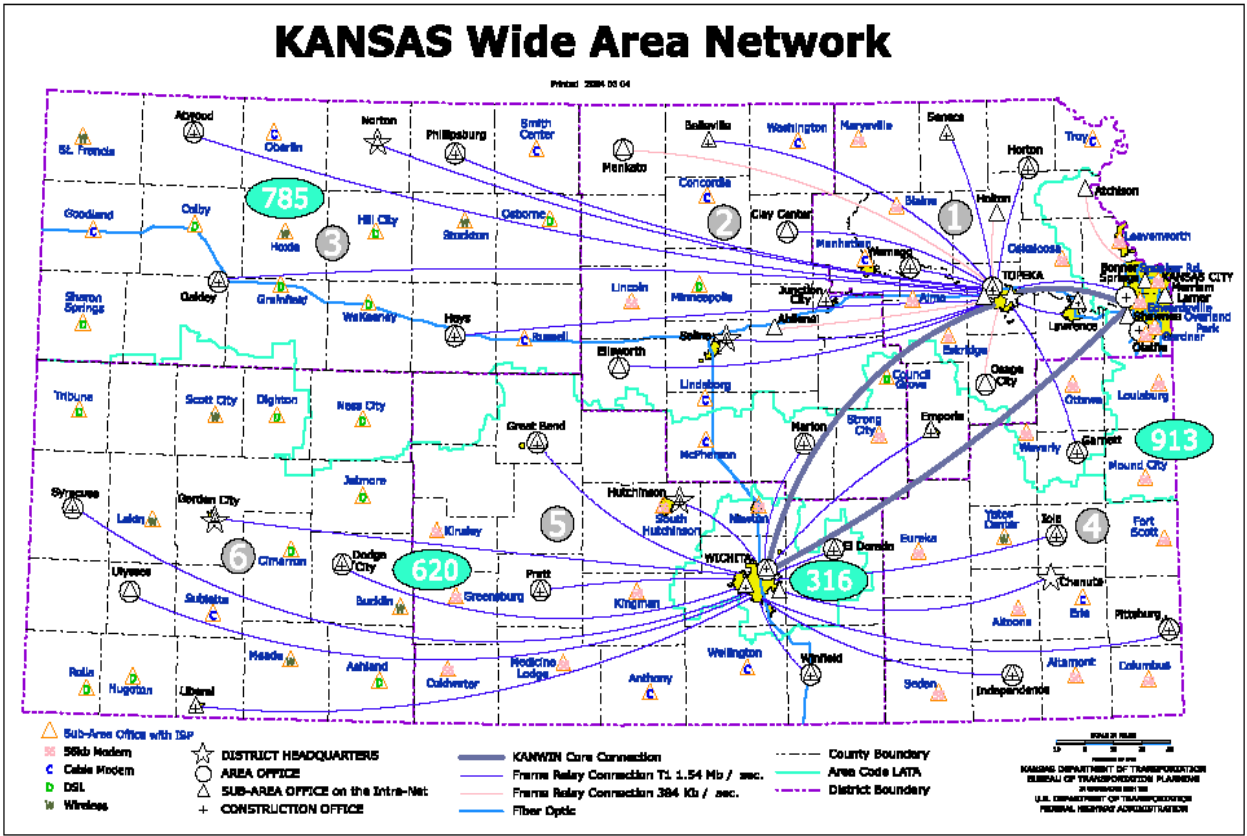
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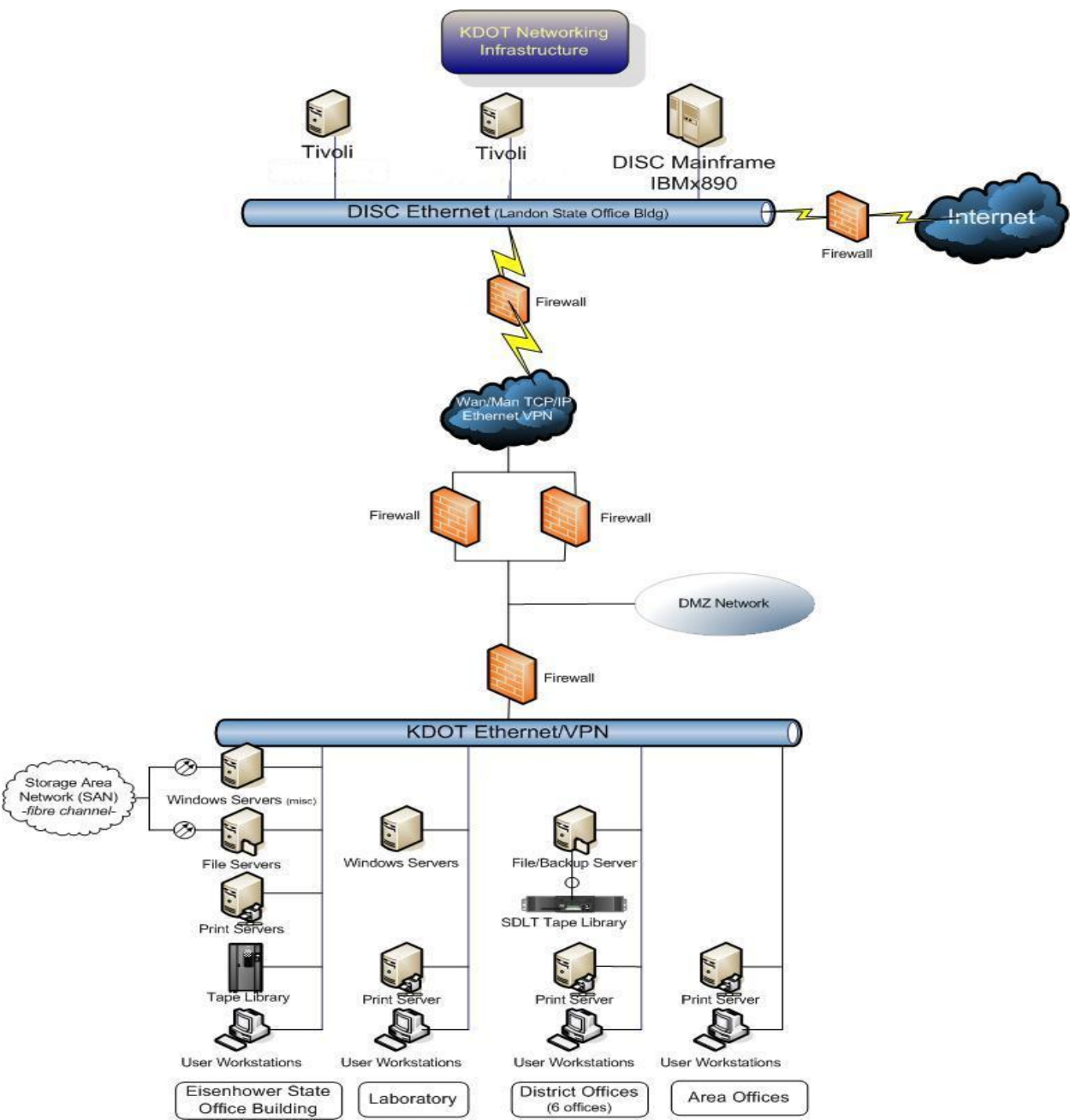
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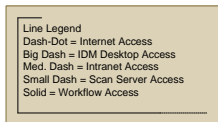
Appendix A – Kansas Wide Area Network



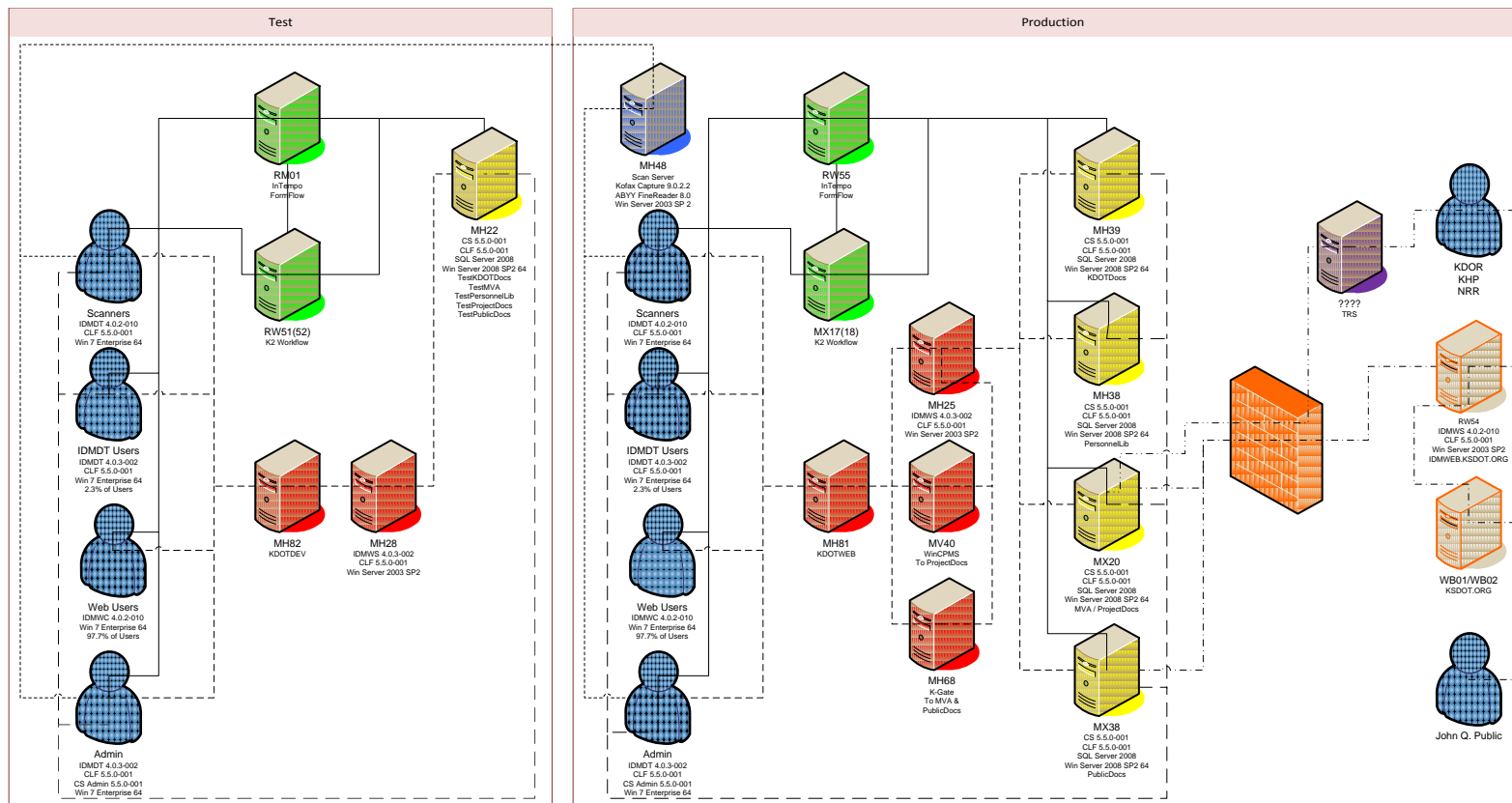
Appendix B – KDOT Networking Infrastructure



## Appendix C – Document Management System Infrastructure



Document Management System  
 Tuesday, January 15, 2013



Appendix D - KDOT Document Management System Index Properties / Metadata

Name	Data Type	Size	Object Type	Multi-Valued?	KDOTDocs	MVA	PersonnelLib	ProjectDocs	PublicDocs
<b>Custom Properties</b>									
Accident Date	Date/Time	32	Item	No		X			
Accident Location	String	32	Item	No		X			
Accident Number	String	7	Item	No		X			
Accident Type	String	30	Item	No		X			
Accident Year	String	4	Item	No		X			
Bridge Number	String	4	Item	Yes				X	
City	String	40	Item	No	X	X		X	X
Co_MP	String	7	Item	No		X			
Collision Type	String	30	Item	No		X			
Construction Zone	String	1	Item	No		X			
Contract Number	String	10	Item	Yes	X			X	
County	String	24	Item	Yes	X	X		X	X
Custom1	String	254	Item	No					X
Custom2	String	254	Item	No					X
Custom3	String	254	Item	No					X
Custom4	String	254	Item	No					X
DEL_DUP	Number	11	Item	No		X			
District-Area-Subarea	String	33	Item	No	X			X	
Docket or Case Number	String	20	Item	No	X				
Document State	String	30	Item	No	X				
Document Subtype	String	50	Item	No	X		X		
Document Type	String	50	Item	No				X	X
DOT Object Code	String	6	Item	No	X				

Name	Data Type	Size	Object Type	Multi-Valued?	KDOTDocs	MVA	PersonnelLib	ProjectDocs	PublicDocs
Drivers License Number	String	20	Item	Yes		X			
Effective Date	Date/Time	32	Item	No	X		X		
Employee Name	String	64	Item	No			X		
Federal Project Number	String	30	Item	No	X				
File Source	String	40	Item	No				X	
First Name	String	14	Item	Yes		X			
Fiscal Year	String	4	Item	No	X				
Fixed Object Type	String	40	Item	No		X			
GPS Latitude	String	12	Item	No	X				
GPS Longitude	String	14	Item	No	X				
Inspection Type	String	40	Item	No	X				
KDOT District	Number	11	Item	No		X			
KDOT Project Number	String	20	Item	No	X				X
KDOT Property Damaged	String	20	Item	No		X			
KDOT Property Damaged Name	String	32	Item	Yes		X			
Large Vehicle Type	String	20	Item	Yes		X			
Last Name	String	20	Item	Yes		X			
Local Case Number	String	40	Item	No		X			
Media Location	String	32	Item	No	X				
MV Custom1	String	200	Item	Yes					X
MV Custom2	String	200	Item	Yes					X
NBIP	String	15	Item	Yes				X	
Official Record	String	3	Item	No				X	
On Road	String	40	Item	No		X			
Project Jurisdiction	String	3	Item	No				X	
Project Name	String	50	Item	No				X	

Name	Data Type	Size	Object Type	Multi-Valued?	KDOTDocs	MVA	PersonnelLib	ProjectDocs	PublicDocs
Project Serial Number	String	4	Item	No				X	
Project Stage	String	3	Item	No				X	
Published	String	3	Item	No					X
Reference Date	Date/Time	32	Item	No	X		X	X	
Reference Name	String	64	Item	Yes	X				
Reference Number	String	18	Item	No	X			X	
Region	String	32	Item	No					X
Release Level	String	40	Item	No		X			
Reporting Agency	String	7	Item	No		X			
Reporting Severity	String	10	Item	No		X			
Revision Level	String	10	Item	No	X				
Route	String	15	Item	Yes	X	X			X
Salvage ID Number	String	20	Item	No	X				
SHARP Employee ID	String	11	Item	No			X		
SSN	String	9	Item	No			X		
SSN/FEIN	String	11	Item	No	X				
Status	String	10	Item	No				X	
Structure ID	String	15	Item	Yes	X			X	
Subtitle	String	64	Item	No			X		
Subtitle 1	String	64	Item	No	X				
Subtitle 2	String	80	Item	No	X				
Unique Reference	String	25	Item	No	X				
VIN	String	32	Item	Yes		X			
Web Application	String	50	Item	No				X	X
Workflow ID	String	10	Item	No				X	
Workflow Reference ID	String	7	Item	No	X				

Name	Data Type	Size	Object Type	Multi-Valued?	KDOTDocs	MVA	PersonnelLib	ProjectDocs	PublicDocs
Year	String	4	Item	No					X
Release Level	String	8	Version	No	X				
vEffective Date	Date/Time	32	Version	No			X		
vReference Date	Date/Time	32	Version	No			X		
<b>System Properties</b>									
Document Class	String	32	Item	No	X	X	X	X	X
idmSearch	Number	11	Item	No	X	X	X	X	X
idmFilterQuery	Number	11	Item	No	X	X	X	X	X
idmVWVersion	String	254	Version	No	X	X	X	X	X
idmPublish	Number	11	Version	No	X	X	X	X	X
idmCDBehaviorID	String	32	Version	No	X	X	X	X	X
idmAnnotation	Number	11	Version	No	X	X	X	X	X



# Appendix E - KDOT Document Management System Document Classes by Library

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
KDOTDocs	Base CAD and GEOPAK File	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Subtitle 1		Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	County	Yes		Yes	Item
		7	District-Area-Subarea	Yes		No	Item
		8	Docket or Case Number			No	Item
		9	Federal Project Number			No	Item
		10	KDOT Project Number			No	Item
		11	Keyword			Yes	Item
		12	Media Location			No	Item
		13	Reference Date			No	Item
		14	Revision Level			No	Item
		15	Route	Yes		Yes	Item
		16	Structure ID			Yes	Item
		17	Subtitle 2			No	Item
		18	Unique Reference			No	Item
		19	Workflow Reference ID			No	Item
		20	Checked In By User			No	Version
		21	Checkin Date			No	Version
		22	Comment - Version			No	Version
		23	File Name - Version			No	Version
		24	Release Level			No	Version

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
	Budget Document	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Comment			No	Item
		4	District-Area-Subarea	Yes		No	Item
		5	Docket or Case Number			No	Item
		6	Fiscal Year			No	Item
		7	Keyword			Yes	Item
		8	Media Location			No	Item
		9	Reference Date			No	Item
		10	Reference Name			Yes	Item
		11	Reference Number			No	Item
		12	Unique Reference			No	Item
		13	Workflow Reference ID			No	Item
		14	Checked In By User			No	Version
		15	Checkin Date			No	Version
		16	Comment - Version			No	Version
		17	File Name - Version			No	Version
		18	Release Level			No	Version
	Computer System	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Subtitle 1		Yes	No	Item
		4	Comment			No	Item
		5	District-Area-Subarea	Yes		No	Item
		6	Federal Project Number			No	Item
		7	KDOT Project Number			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		8	Keyword			Yes	Item
		9	Media Location			No	Item
		10	Reference Date			No	Item
		11	Reference Name			Yes	Item
		12	Reference Number			No	Item
		13	Revision Level			No	Item
		14	Subtitle 2			No	Item
		15	Unique Reference			No	Item
		16	Workflow Reference ID			No	Item
		17	Checked In By User			No	Version
		18	Checkin Date			No	Version
		19	Comment - Version			No	Version
		20	File Name - Version			No	Version
		21	Release Level			No	Version
	Contract or Agreement	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	City	Yes		No	Item
		4	Comment			No	Item
		5	Contract Number			Yes	Item
		6	County	Yes		Yes	Item
		7	District-Area-Subarea	Yes		No	Item
		8	Docket or Case Number			No	Item
		9	DOT Object Code			No	Item
		10	Federal Project Number			No	Item
		11	Fiscal Year			No	Item
		12	KDOT Project Number			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		13	Keyword			Yes	Item
		14	Media Location			No	Item
		15	Reference Date			No	Item
		16	Reference Name			Yes	Item
		17	Reference Number			No	Item
		18	Route	Yes		Yes	Item
		19	Salvage ID Number			No	Item
		20	SSN/FEIN			No	Item
		21	Structure ID			Yes	Item
		22	Subtitle 1			No	Item
		23	Subtitle 2			No	Item
		24	Unique Reference			No	Item
		25	Workflow Reference ID			No	Item
		26	Checked In By User			No	Version
		27	Checkin Date			No	Version
		28	Comment - Version			No	Version
		29	File Name - Version			No	Version
		30	Release Level			No	Version
	Contractor Documents	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Reference Number		Yes	No	Item
		4	Reference Date			No	Item
		5	SSN/FEIN			No	Item
		6	Subtitle 1		Yes	No	Item
		7	Comment			No	Item
		8	Keyword			Yes	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
	Correspondence	9	Subtitle 2		Yes	No	Item
		10	Checked In By User			No	Version
		11	Checkin Date			No	Version
		12	Comment - Version			No	Version
		13	File Name - Version			No	Version
		1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Reference Name		Yes	Yes	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	Contract Number			Yes	Item
		7	County	Yes		Yes	Item
		8	District-Area-Subarea	Yes		No	Item
		9	Docket or Case Number			No	Item
		10	Federal Project Number			No	Item
		11	Fiscal Year			No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	Media Location			No	Item
		15	Reference Date			No	Item
		16	Reference Number			No	Item
		17	Route	Yes		Yes	Item
		18	Salvage ID Number			No	Item
		19	SSN/FEIN			No	Item
		20	Structure ID			Yes	Item
		21	Subtitle 1			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		22	Unique Reference			No	Item
		23	Workflow Reference ID			No	Item
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	Comment - Version			No	Version
		27	File Name - Version			No	Version
		28	Release Level			No	Version
	Court Document						
		1	Title		Yes	No	Item
		2	Docket or Case Number		Yes	No	Item
		3	Document Subtype	Yes	Yes	No	Item
		4	Reference Name		Yes	Yes	Item
		5	Comment			No	Item
		6	Contract Number			Yes	Item
		7	County	Yes		Yes	Item
		8	Federal Project Number			No	Item
		9	KDOT Project Number			No	Item
		10	Keyword			Yes	Item
		11	Media Location			No	Item
		12	Reference Date			No	Item
		13	Reference Number			No	Item
		14	Subtitle 1			No	Item
		15	Unique Reference			No	Item
		16	Workflow Reference ID			No	Item
		17	Checked In By User			No	Version
		18	Checkin Date			No	Version
		19	Comment - Version			No	Version

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		20	File Name - Version			No	Version
		21	Release Level			No	Version
	Employee Form						
		1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Reference Name		Yes	Yes	Item
		4	SSN/FEIN		Yes	No	Item
		5	City	Yes		No	Item
		6	Comment			No	Item
		7	District-Area-Subarea	Yes		No	Item
		8	Federal Project Number			No	Item
		9	Fiscal Year			No	Item
		10	KDOT Project Number			No	Item
		11	Keyword			Yes	Item
		12	Media Location			No	Item
		13	Reference Date			No	Item
		14	Reference Number			No	Item
		15	Unique Reference			No	Item
		16	Workflow Reference ID			No	Item
		17	Checked In By User			No	Version
		18	Checkin Date			No	Version
		19	Comment - Version			No	Version
		20	File Name - Version			No	Version
		21	Release Level			No	Version
	External Media						
		1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		3	Media Location		Yes	No	Item
		4	Reference Name		Yes	Yes	Item
		5	City	Yes		No	Item
		6	Comment			No	Item
		7	County	Yes		Yes	Item
		8	District-Area-Subarea	Yes		No	Item
		9	Docket or Case Number			No	Item
		10	DOT Object Code			No	Item
		11	Federal Project Number			No	Item
		12	Fiscal Year			No	Item
		13	KDOT Project Number			No	Item
		14	Keyword			Yes	Item
		15	Reference Date			No	Item
		16	Reference Number			No	Item
		17	Revision Level			No	Item
		18	Route	Yes		Yes	Item
		19	SSN/FEIN			No	Item
		20	Structure ID			Yes	Item
		21	Subtitle 1			No	Item
		22	Subtitle 2			No	Item
		23	Unique Reference			No	Item
		24	Workflow Reference ID			No	Item
		25	Checked In By User			No	Version
		26	Checkin Date			No	Version
		27	Comment - Version			No	Version
		28	File Name - Version			No	Version
		29	Release Level			No	Version



Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
	Federal Project File						
		1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Federal Project Number		Yes	No	Item
		4	Comment			No	Item
		5	City	Yes		No	Item
		6	County	Yes		Yes	Item
		7	District-Area-Subarea	Yes		No	Item
		8	Fiscal Year			No	Item
		9	KDOT Project Number			No	Item
		10	Keyword			Yes	Item
		11	Reference Date			No	Item
		12	Reference Name			Yes	Item
		13	Reference Number			No	Item
		14	Route	Yes		Yes	Item
		15	Subtitle 1			No	Item
		16	Subtitle 2			No	Item
		17	Workflow Reference ID			No	Item
		18	Checked In By User			No	Version
		19	Checkin Date			No	Version
		20	Comment - Version			No	Version
		21	File Name - Version			No	Version
		22	Release Level			No	Version
	Financial Document						
		1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	City	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		4	Comment			No	Item
		5	Contract Number			Yes	Item
		6	County	Yes		Yes	Item
		7	District-Area-Subarea	Yes		No	Item
		8	Docket or Case Number			No	Item
		9	DOT Object Code			No	Item
		10	Federal Project Number			No	Item
		11	Fiscal Year			No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	Media Location			No	Item
		15	Reference Date			No	Item
		16	Reference Name			Yes	Item
		17	Reference Number			No	Item
		18	SSN/FEIN			No	Item
		19	Subtitle 1			No	Item
		20	Subtitle 2			No	Item
		21	Unique Reference			No	Item
		22	Workflow Reference ID			No	Item
		23	Checked In By User			No	Version
		24	Checkin Date			No	Version
		25	Comment - Version			No	Version
		26	File Name - Version			No	Version
		27	Release Level			No	Version
	General Studies and Plans						
		1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
Master or Form Template		3	Subtitle 1		Yes	No	Item
		4	Comment			No	Item
		5	Keyword			Yes	Item
		6	Media Location			No	Item
		7	Reference Date			No	Item
		8	Reference Name			Yes	Item
		9	Reference Number			No	Item
		10	Revision Level			No	Item
		11	Unique Reference			No	Item
		12	Workflow Reference ID			No	Item
		13	Checked In By User			No	Version
		14	Checkin Date			No	Version
		15	Comment - Version			No	Version
		16	File Name - Version			No	Version
		17	Release Level			No	Version
		1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Revision Level		Yes	No	Item
		4	Comment			No	Item
		5	District-Area-Subarea	Yes		No	Item
		6	Keyword			Yes	Item
		7	Media Location			No	Item
		8	Reference Date			No	Item
		9	Reference Number			No	Item
		10	Unique Reference			No	Item
		11	Workflow Reference ID			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
	News Clipping	12	Checked In By User			No	Version
		13	Checkin Date			No	Version
		14	Comment - Version			No	Version
		15	File Name - Version			No	Version
		16	Release Level			No	Version
	News Clipping	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Comment		Yes	No	Item
		4	Keyword			Yes	Item
		5	Reference Date		Yes	No	Item
		6	Subtitle 1	Yes	Yes	No	Item
		7	Subtitle 2		Yes	No	Item
		8	Workflow Reference ID			No	Item
		9	Checked In By User			No	Version
		10	Checkin Date			No	Version
		11	File Name - Version			No	Version
		12	Comment - Version			No	Version
		13	Release Level			No	Version
	Permit	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Reference Number		Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	County	Yes		Yes	Item
		7	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		8	Docket or Case Number			No	Item
		9	Federal Project Number			No	Item
		10	GPS Latitude			No	Item
		11	GPS Longitude			No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	Media Location			No	Item
		15	Reference Date			No	Item
		16	Reference Name			Yes	Item
		17	Route	Yes		Yes	Item
		18	Structure ID			Yes	Item
		19	Subtitle 1			No	Item
		20	Subtitle 2			No	Item
		21	Unique Reference			No	Item
		22	Workflow Reference ID			No	Item
		23	Checked In By User			No	Version
		24	Checkin Date			No	Version
		25	Comment - Version			No	Version
		26	File Name - Version			No	Version
		27	Release Level			No	Version
	Personnel Document						
		1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	City	Yes		No	Item
		4	Comment			No	Item
		5	County	Yes		Yes	Item
		6	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		7	Docket or Case Number			No	Item
		8	Effective Date			No	Item
		9	Fiscal Year			No	Item
		10	Keyword			Yes	Item
		11	Media Location			No	Item
		12	Reference Date			No	Item
		13	Reference Name			Yes	Item
		14	Reference Number			No	Item
		15	Subtitle 1			No	Item
		16	Subtitle 2			No	Item
		17	Unique Reference			No	Item
		18	Workflow Reference ID			No	Item
		19	Checked In By User			No	Version
		20	Checkin Date			No	Version
		21	Comment - Version			No	Version
		22	File Name - Version			No	Version
		23	Release Level			No	Version
	Photo	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	City	Yes		No	Item
		4	Comment			No	Item
		5	County	Yes		Yes	Item
		6	District-Area-Subarea	Yes		No	Item
		7	Docket or Case Number			No	Item
		8	Federal Project Number			No	Item
		9	Inspection Type	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		10	KDOT Project Number			No	Item
		11	Keyword			Yes	Item
		12	Media Location			No	Item
		13	Reference Date			No	Item
		14	Reference Name			Yes	Item
		15	Reference Number			No	Item
		16	Route	Yes		Yes	Item
		17	Salvage ID Number			No	Item
		18	Structure ID			Yes	Item
		19	Subtitle 1			No	Item
		20	Unique Reference			No	Item
		21	Workflow Reference ID			No	Item
		22	Checked In By User			No	Version
		23	Checkin Date			No	Version
		24	Comment - Version			No	Version
		25	File Name - Version			No	Version
		26	Release Level			No	Version
	Plan Sheet	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	KDOT Project Number		Yes	No	Item
		4	Subtitle 1			No	Item
		5	City	Yes		No	Item
		6	Comment			No	Item
		7	County	Yes		Yes	Item
		8	District-Area-Subarea	Yes		No	Item
		9	Document State			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		10	Federal Project Number			No	Item
		11	Keyword			Yes	Item
		12	Media Location			No	Item
		13	Reference Date			No	Item
		14	Revision Level			No	Item
		15	Route	Yes		Yes	Item
		16	Structure ID			Yes	Item
		17	Subtitle 2			No	Item
		18	Unique Reference			No	Item
		19	Workflow Reference ID			No	Item
		20	Checked In By User			No	Version
		21	Checkin Date			No	Version
		22	Comment - Version			No	Version
		23	File Name - Version			No	Version
		24	Release Level			No	Version
	Project Authorization	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	City	Yes		No	Item
		4	Comment			No	Item
		5	County	Yes		Yes	Item
		6	District-Area-Subarea	Yes		No	Item
		7	Docket or Case Number			No	Item
		8	Federal Project Number			No	Item
		9	Fiscal Year			No	Item
		10	KDOT Project Number			No	Item
		11	Keyword			Yes	Item



Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		12	Media Location			No	Item
		13	Reference Date			No	Item
		14	Reference Name			Yes	Item
		15	Reference Number			No	Item
		16	Revision Level			No	Item
		17	Route	Yes		Yes	Item
		18	Structure ID			Yes	Item
		19	Unique Reference			No	Item
		20	Workflow Reference ID			No	Item
		21	Checked In By User			No	Version
		22	Checkin Date			No	Version
		23	Comment - Version			No	Version
		24	File Name - Version			No	Version
		25	Release Level			No	Version
	Project Documentation	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	KDOT Project Number		Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	Contract Number			Yes	Item
		7	County	Yes		Yes	Item
		8	District-Area-Subarea	Yes		No	Item
		9	Docket or Case Number			No	Item
		10	Federal Project Number			No	Item
		11	Fiscal Year			No	Item
		12	Keyword			Yes	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		13	Media Location			No	Item
		14	Reference Date			No	Item
		15	Reference Name			Yes	Item
		16	Reference Number			No	Item
		17	Revision Level			No	Item
		18	Route	Yes		Yes	Item
		19	Salvage ID Number			No	Item
		20	SSN/FEIN			No	Item
		21	Structure ID			Yes	Item
		22	Subtitle 1			No	Item
		23	Subtitle 2			No	Item
		24	Unique Reference			No	Item
		25	Workflow Reference ID			No	Item
		26	Checked In By User			No	Version
		27	Checkin Date			No	Version
		28	Comment - Version			No	Version
		29	File Name - Version			No	Version
		30	Release Level			No	Version
	Reference Material	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	City	Yes		No	Item
		4	Comment			No	Item
		5	Contract Number			Yes	Item
		6	County	Yes		Yes	Item
		7	District-Area-Subarea	Yes		No	Item
		8	Docket or Case Number			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		9	Federal Project Number			No	Item
		10	Fiscal Year			No	Item
		11	KDOT Project Number			No	Item
		12	Keyword			Yes	Item
		13	Media Location			No	Item
		14	Reference Date			No	Item
		15	Reference Name			Yes	Item
		16	Reference Number			No	Item
		17	Revision Level			No	Item
		18	Subtitle 1			No	Item
		19	Subtitle 2			No	Item
		20	Unique Reference			No	Item
		21	Workflow Reference ID			No	Item
		22	Checked In By User			No	Version
		23	Checkin Date			No	Version
		24	Comment - Version			No	Version
		25	File Name - Version			No	Version
		26	Release Level			No	Version
	ROW File	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Comment			No	Item
		4	County	Yes		Yes	Item
		5	Fiscal Year			No	Item
		6	KDOT Project Number			No	Item
		7	Media Location			No	Item
		8	Reference Name			Yes	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		9	Reference Number			No	Item
		10	Route	Yes		Yes	Item
		11	Subtitle 1			No	Item
		12	Subtitle 2			No	Item
		13	Unique Reference			No	Item
		14	Workflow Reference ID			No	Item
		15	Checked In By User			No	Version
		16	Checkin Date			No	Version
		17	Comment - Version			No	Version
		18	File Name - Version			No	Version
		19	Release Level			No	Version
	Technical Data						
		1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	City	Yes		No	Item
		4	Comment			No	Item
		5	Contract Number			Yes	Item
		6	County	Yes		Yes	Item
		7	District-Area-Subarea	Yes		No	Item
		8	Docket or Case Number			No	Item
		9	Federal Project Number			No	Item
		10	Fiscal Year			No	Item
		11	Inspection Type	Yes		No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	Media Location			No	Item
		15	Reference Date			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		16	Reference Name			Yes	Item
		17	Reference Number			No	Item
		18	Route	Yes		Yes	Item
		19	Structure ID			Yes	Item
		20	Subtitle 1			No	Item
		21	Subtitle 2			No	Item
		22	Unique Reference			No	Item
		23	Workflow Reference ID			No	Item
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	Comment - Version			No	Version
		27	File Name - Version			No	Version
		28	Release Level			No	Version
	Work Request	1	Title		Yes	No	Item
		2	Document Subtype	Yes	Yes	No	Item
		3	Reference Name		Yes	Yes	Item
		4	Comment			No	Item
		5	District-Area-Subarea	Yes		No	Item
		6	Federal Project Number			No	Item
		7	Fiscal Year			No	Item
		8	KDOT Project Number			No	Item
		9	Keyword			Yes	Item
		10	Media Location			No	Item
		11	Reference Date			No	Item
		12	Reference Number			No	Item
		13	Subtitle 1			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
MVA	Accident Report	14	Subtitle 2			No	Item
		15	Unique Reference			No	Item
		16	County	Yes		Yes	Item
		17	Route	Yes		Yes	Item
		18	Workflow Reference ID			No	Item
		19	Checked In By User			No	Version
		20	Checkin Date			No	Version
		21	Comment - Version			No	Version
		22	File Name - Version			No	Version
		23	Release Level			No	Version
		1	Title		Yes	No	Item
		2	Comment			No	Item
		3	Accident Number		Yes	No	Item
		4	Accident Date			No	Item
		5	Accident Location	Yes		No	Item
		6	Reporting Severity	Yes		No	Item
		7	Accident Type	Yes		No	Item
		8	Accident Year			No	Item
		9	City	Yes		No	Item
		10	Co_MP			No	Item
		11	Collision Type	CollisionType		No	Item
		12	Construction Zone	Yes		No	Item
		13	County	Yes		No	Item
		14	Drivers License Number			Yes	Item
		15	First Name			Yes	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		16	Fixed Object Type	Yes		No	Item
		17	KDOT District			No	Item
		18	KDOT Property Damaged			No	Item
		19	Keyword			Yes	Item
		20	Large Vehicle Type	Yes		Yes	Item
		21	Last Name			Yes	Item
		22	Local Case Number			No	Item
		23	On Road			No	Item
		24	Release Level			No	Item
		25	Reporting Agency			No	Item
		26	Route Code			No	Item
		27	VIN			Yes	Item
		28	KDOT Property Damaged Name			Yes	Item
		29	DEL_DUP			No	Item
		30	Checked In By User			No	Version
		31	Checkin Date			No	Version
		32	Comment - Version			No	Version
		33	File Name - Version			No	Version
	Accident Report XML	1	Title		Yes	No	Item
		2	Comment			No	Item
		3	Accident Number		Yes	No	Item
		4	Accident Date			No	Item
		5	Accident Location	Yes		No	Item
		6	Reporting Severity	Yes		No	Item
		7	Accident Type	Yes		No	Item
		8	Accident Year			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		9	City	Yes		No	Item
		10	Co_MP			No	Item
		11	Collision Type	Yes		No	Item
		12	Construction Zone			No	Item
		13	County	Yes		No	Item
		14	Drivers License Number			Yes	Item
		15	First Name			Yes	Item
		16	Fixed Object Type	Yes		No	Item
		17	KDOT District			No	Item
		18	KDOT Property Damaged			No	Item
		19	Keyword			Yes	Item
		20	Large Vehicle Type	Yes		Yes	Item
		21	Last Name			Yes	Item
		22	Local Case Number			No	Item
		23	On Road			No	Item
		24	Release Level			No	Item
		25	Reporting Agency			No	Item
		26	Route Code			No	Item
		27	VIN			Yes	Item
		28	KDOT Property Damaged Name			Yes	Item
		29	DEL_DUP			No	Item
		30	Checked In By User			No	Version
		31	Checkin Date			No	Version
		32	Comment - Version			No	Version
		33	File Name - Version			No	Version
PersonnelLib	Employee File						



Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
	EmploymentEligVer File	1	Document Subtype	Yes	Yes	No	Item
		2	Title			No	Item
		3	Subtitle			No	Item
		4	Effective Date			No	Item
		5	Employee Name			No	Item
		6	Reference Date			No	Item
		7	SHARP Employee ID			No	Item
		8	SSN			No	Item
		9	Workflow Reference ID			No	Item
		10	vEffective Date			No	Version
		11	vReference Date			No	Version
	Medical File	1	Document Subtype		Yes	No	Item
		2	Title		Yes	No	Item
		3	SSN		Yes	No	Item
		4	Employee Name		Yes	No	Item
		5	SHARP Employee ID		Yes	No	Item
		6	Reference Date		Yes	No	Item
		1	Document Subtype	Yes	Yes	No	Item
		2	Title			No	Item
		3	Subtitle			No	Item
		4	Effective Date			No	Item
		5	Employee Name			No	Item
		6	Reference Date			No	Item
		7	SHARP Employee ID			No	Item
		8	SSN			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
ProjectDocs	Timesheet File	9	Workflow Reference ID			No	Item
		10	vEffective Date			No	Version
		11	vReference Date			No	Version
		1	Document Subtype	Yes	Yes	No	Item
		2	Title		Yes	No	Item
		3	Effective Date		Yes	No	Item
		4	Employee Name		Yes	No	Item
		5	Reference Date		Yes	No	Item
	05 Construction and Maintenance	6	SHARP Employee ID		Yes	No	Item
		7	Subtitle			No	Item
		8	Workflow Reference ID			No	Item
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
06 Bridge Office		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes	Yes	No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Bridge Number			Yes	Item
		7	Document Type	Yes	Yes	No	Item
		8	Title		Yes	No	Item
		9	File Source	Yes	Yes	No	Item
		10	Official Record	Yes	Yes	No	Item
		11	Comment			No	Item
		12	City	Yes		No	Item
		13	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		14	Fiscal Year			No	Item
		15	Keyword			Yes	Item
		16	Project Name			No	Item
		17	Reference Date			No	Item
		18	Reference Number			No	Item
		19	Web Application			No	Item
		20	Workflow ID			No	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
	06 Contracts	1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
	06 Coordinating						
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
	06 Environmental Services						
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
06 Road Office		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
07 Chief Counsel		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item



Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
09 Geology Section		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
09 Geotechnical Unit		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
	12 Transportation Planning	13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
14 Right of Way		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
	16 Program Management						
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item
		12	District-Area-Subarea	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
17 Local Projects		13	Fiscal Year	Yes		No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Status			No	Item
		19	Web Application			No	Item
		20	Workflow ID			No	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Bridge Number			Yes	Item
		24	Comment - Version			No	Version
		25	Checked In By User			No	Version
		26	Checkin Date			No	Version
		27	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
	20 Fiscal Services						
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
23 Traffic Engineering		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item



Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
District 1		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
District 2		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
District 3		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
District 4		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
District 5		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
District 6		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Route	Yes		No	Item
		2	County	Yes		No	Item
		3	Project Jurisdiction	Yes	Yes	No	Item
		4	Project Serial Number		Yes	No	Item
		5	Project Stage	Yes	Yes	No	Item
		6	Document Type	Yes	Yes	No	Item
		7	Title		Yes	No	Item
		8	File Source	Yes	Yes	No	Item
		9	Official Record	Yes	Yes	No	Item
		10	Comment			No	Item
		11	City	Yes		No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
Help		12	District-Area-Subarea	Yes		No	Item
		13	Fiscal Year			No	Item
		14	Keyword			Yes	Item
		15	Project Name			No	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Web Application			No	Item
		19	Workflow ID			No	Item
		20	Bridge Number			Yes	Item
		21	NBIP			Yes	Item
		22	Structure ID			Yes	Item
		23	Comment - Version			No	Version
		24	Checked In By User			No	Version
		25	Checkin Date			No	Version
		26	File Name - Version			No	Version
		1	Title		Yes	No	Item
		2	Comment			No	Item
		3	File Source	Yes		No	Item
		4	Comment - Version			No	Version
		5	Checked In By User			No	Version
		6	Checkin Date			No	Version
		7	File Name - Version			No	Version
PublicDocs	06-Design	1	Title		Yes	No	Item
		2	Published	Yes	Yes	No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		3	Web Application	Yes	Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	County	Yes		Yes	Item
		7	Custom1			No	Item
		8	Custom2			No	Item
		9	Custom3			No	Item
		10	Custom4			No	Item
		11	Document Type	Yes		No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	MV Custom1			Yes	Item
		15	MV Custom2			Yes	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Region	Yes		No	Item
		19	Route	Yes		Yes	Item
		20	Year			No	Item
		21	Comment - Version			No	Version
	09-Materials and Research	1	Title		Yes	No	Item
		2	Published	Yes	Yes	No	Item
		3	Web Application	Yes	Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	County	Yes		Yes	Item
		7	Custom1			No	Item



Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		8	Custom2			No	Item
		9	Custom3			No	Item
		10	Custom4			No	Item
		11	Document Type	Yes		No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	MV Custom1			Yes	Item
		15	MV Custom2			Yes	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Region	Yes		No	Item
		19	Route	Yes		Yes	Item
		20	Year			No	Item
		21	Comment - Version			No	Version
	10-Personnel Services	1	Title		Yes	No	Item
		2	Published	Yes	Yes	No	Item
		3	Web Application	Yes	Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	County	Yes		Yes	Item
		7	Custom1			No	Item
		8	Custom2			No	Item
		9	Custom3			No	Item
		10	Custom4			No	Item
		11	Document Type			No	Item
		12	KDOT Project Number			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		13	Keyword			Yes	Item
		14	MV Custom1			Yes	Item
		15	MV Custom2			Yes	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Region	Yes		No	Item
		19	Route	Yes		Yes	Item
		20	Year			No	Item
		21	Comment - Version			No	Version
	11-Management and Budget	1	Title		Yes	No	Item
		2	Published	Yes	Yes	No	Item
		3	Web Application	Yes	Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	County	Yes		Yes	Item
		7	Custom1			No	Item
		8	Custom2			No	Item
		9	Custom3			No	Item
		10	Custom4			No	Item
		11	Document Type			No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	MV Custom1			Yes	Item
		15	MV Custom2			Yes	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
	12-Transportation Planning	18	Region	Yes		No	Item
		19	Route	Yes		Yes	Item
		20	Year			No	Item
		21	Comment - Version			No	Version
		1	Title		Yes	No	Item
		2	Published	Yes	Yes	No	Item
		3	Web Application	Yes	Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	County	Yes		Yes	Item
		7	Custom1			No	Item
		8	Custom2			No	Item
		9	Custom3			No	Item
		10	Custom4			No	Item
		11	Document Type			No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	MV Custom1			Yes	Item
		15	MV Custom2			Yes	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
	14-Right of Way	18	Region	Yes		No	Item
		19	Route	Yes		Yes	Item
		20	Year			No	Item
		21	Comment - Version			No	Version

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		1	Title		Yes	No	Item
		2	Published	Yes	Yes	No	Item
		3	Web Application	Yes	Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	County	Yes		Yes	Item
		7	Custom1			No	Item
		8	Custom2			No	Item
		9	Custom3			No	Item
		10	Custom4			No	Item
		11	Document Type	Yes		No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	MV Custom1			Yes	Item
		15	MV Custom2			Yes	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Region	Yes		No	Item
		19	Route	Yes		Yes	Item
		20	Year			No	Item
		21	Comment - Version			No	Version
17-Local Projects		1	Title		Yes	No	Item
		2	Published	Yes	Yes	No	Item
		3	Web Application	Yes	Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		6	County	Yes		Yes	Item
		7	Custom1			No	Item
		8	Custom2			No	Item
		9	Custom3			No	Item
		10	Custom4			No	Item
		11	Document Type	Yes		No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	MV Custom1			Yes	Item
		15	MV Custom2			Yes	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Region	Yes		No	Item
		19	Route	Yes		Yes	Item
		20	Year			No	Item
		21	Comment - Version			No	Version
	22-Computer Services	1	Title		Yes	No	Item
		2	Published	Yes	Yes	No	Item
		3	Web Application	Yes	Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	County	Yes		Yes	Item
		7	Custom1			No	Item
		8	Custom2			No	Item
		9	Custom3			No	Item
		10	Custom4			No	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi-Value	Index Type
		11	Document Type	Yes		No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	MV Custom1			Yes	Item
		15	MV Custom2			Yes	Item
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Region	Yes		No	Item
		19	Route	Yes		Yes	Item
		20	Year			No	Item
		21	Comment - Version			No	Version
	25-Public Involvement						
		1	Title		Yes	No	Item
		2	Published	Yes	Yes	No	Item
		3	Web Application	Yes	Yes	No	Item
		4	City	Yes		No	Item
		5	Comment			No	Item
		6	County	Yes		Yes	Item
		7	Custom1			No	Item
		8	Custom2			No	Item
		9	Custom3			No	Item
		10	Custom4			No	Item
		11	Document Type	Yes		No	Item
		12	KDOT Project Number			No	Item
		13	Keyword			Yes	Item
		14	MV Custom1			Yes	Item
		15	MV Custom2			Yes	Item

Library	Document Class	Order	Property	Controlled List	Req	Multi- Value	Index Type
		16	Reference Date			No	Item
		17	Reference Number			No	Item
		18	Region	Yes		No	Item
		19	Route	Yes		Yes	Item
		20	Year			No	Item
		21	Comment - Version			No	Version

## Appendix F - Acronyms

## Acronyms

Acronym	Description
.NET	Not an acronym. Software framework.
ADA	Americans with Disabilities Act
BCS	Bureau of Computer Services
CITO	Chief Information Technology Office
COTS	Commercial-Off-The-Shelf
DMZ	Refers to a perimeter network protected by firewalls.
EPMO	Kansas Enterprise Project Management Office
ESOB	Eisenhower State Office Building
FEIN	Federal Employer Identification Number
GIS	Geographic Information System
GUI	Graphical User Interface
IE	Internet Explorer
IIS	Internet Information Server
ITEC	Information Technology Executive Council
JCIT	Joint Committee on Information Technology
JPG	Joint Photographic Experts Group File Extension
Kbps	Kilobits Per Second
KDOR	Kansas Department of Revenue
KDOT	Kansas Department of Transportation
KGATE	Kansas GIS portal.
KHP	Kansas Highway Patrol
KSA	Kansas Statutes Annotated
NBIP	National Bridge Inspection Program
OS	Operating System
PNC	Procurement Negotiation Committee
RFP	Request for Proposal
SAN	Storage Area Network
SQL	Structured Query Language
TCP/IP	Transmission Control Protocol/Internet Protocol
TIF	Tagged Image File Format Extension
U.S.C.	United States Code
VB	Visual Basic
VIN	Vehicle Identification Number
VLAN	Virtual Local Area Network
VPN	Virtual Private Network
XML	Extensible Mark-Up Language